



Millbrae School District

555 Richmond Drive, Millbrae, CA 94030

650-697-5693 • 650-697-6865 (fax) • www.millbraeschooldistrict.org

Volunteer Clearance and Fingerprinting Frequently Asked Questions

1. Obtain a Volunteer Clearance Form from your school office or from our website at www.millbraeschooldistrict.org, Forms & Links, Volunteer Clearance Form.
2. Complete the form, have the TB Risk Assessment Questionnaire completed and certified by a licensed health care provider, or provide negative results of a TB test taken within the last 4 years.
3. Submit Volunteer Clearance Form, a copy of your Driver's License, and the completed TB Risk Assessment Questionnaire (or TB results) back to the school office for Principal approval.
4. Upon Principal approval, the form will be forwarded to the District Office for processing, and you will be contacted by a District employee to arrange fingerprinting.

Why do I need to be fingerprinted to volunteer?

The Millbrae School district is committed to keeping student safety a top priority. The Millbrae School District requires that all parents who chaperone or drive for field trips and volunteer in the classroom be fingerprinted. Fingerprinting is the most accurate way to collect information that insures a person is permitted to participate in a school setting.

What is Live Scan fingerprinting and what is it used for?

Live Scan fingerprinting is the process whereby fingerprints are scanned electronically and transmitted via a specialized computer terminal to the California Department of Justice (DOJ) and Federal Bureau of Investigations (FBI). The fingerprints, along with identifying information listed on the Request for Live Scan Service form are searched in the data files for matches that reveal whether there is a criminal history record for that individual, which is used for identification, employment and licensing purposes. It will alert the district of any current illegal behavior.

What is the cost for Live Scan?

The cost for Live Scan services includes a rolling fee (which varies per Live Scan location), plus applicable State and Federal charges. The FBI and DOJ fees are the same across the state; only the rolling fee varies by location.

The Millbrae School District will arrange fingerprinting for you upon receipt of approved Volunteer Clearance Forms. The rolling fee for IAR is \$20.00 for volunteers. The DOJ charge is \$32, and the FBI charge is \$15. The total cost is **\$67.00** for Volunteers. We have searched a number of authorized Live Scan locations and this is the lowest cost.

Will I have to be fingerprinted every year?

No, once you have been fingerprinted for the Millbrae School District, you will not need to be fingerprinted again for the Millbrae School District. The Millbrae School District will receive an alert from both the DOJ and FBI if warranted.

Why do I have to be fingerprinted again if I've already been fingerprinted in the past?

Per DOJ policy, sharing of criminal history is not permitted. The location where you had the fingerprints done before is not authorized to share any information with us regarding your Live Scan results. Each job/license/permit application can require a different level of service, i.e., some require DOJ, some require both DOJ and FBI, in addition to other checks.



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Why do I have to include a copy of my Driver's License?

In order to complete the Live Scan Request form we need to have your height, weight, eye color, hair color, and driver license number.

Why do you request my Social Security Number?

Your social security number is not required; however, it will expedite the process.

Where are my records kept after fingerprinting?

Your records will be kept by our Custodians of Records, Superintendent Vahn Phayprasert and Chief Business Official, Michelle Henson. All documents will be kept confidential.

Why do I have to provide negative TB results?

California Education Code 49406 requires TB Testing. Effective January 2015, Assembly Bill 1667 amended Sections of the Health & Safety Code related to tuberculosis testing. The provisions of Assembly Bill (AB) 1667, which became effective on January 1, 2015, replace universal tuberculosis (TB) testing for private, parochial, public K-12 school and nursery school employees and volunteers with a TB risk assessment questionnaire, and if risk factors are identified, would then require TB testing and examination to determine that the person is free of infectious tuberculosis. This will be more cost-effective, while still protecting the state's teachers, volunteers, school employees, and children from tuberculosis. A TB Risk Assessment Questionnaire must be completed and on file, and certified by a licensed health care provider and submitted along with an approved volunteer form. This questionnaire must be updated every four (4) years.

If you have any further questions, please contact Claudia Buttigieg at the District Office.

(650) 697-5693 ext 029

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