

## FINGERPRINTING PROCESS

### Volunteers for the Associated and its Agencies

Volunteers who will be working with youth are required to be fingerprinted before beginning their volunteer service.

**Step 1: Complete the attached form, the “LiveScan Pre-Registration Application”**

- Make sure that The Associated’s Agency Authorization Number is listed as 1400004056
- Leave the “Mail Response to” section blank

**Step 2: Bring the completed form to CJIS to be fingerprinted:**

Criminal Justice Information Systems (CJIS)

Reisterstown Road Plaza (behind the empty space next to the Giant)

6776 Reisterstown Plaza

Room #102 (first floor)

410-764-4501

Fingerprinting at Criminal Justice Information Systems (CJIS) is available 8:30 a.m. to 5:00 p.m., Monday, Tuesday, Wednesday, and Friday. On Thursday the hours are 8:30 a.m. to 6:30 p.m. and on the 1st and 3rd Saturdays of the month the hours are 8:30 am to 4:30 pm.

The fee is \$57.25 for fingerprinting and you as the potential volunteer will be reimbursed for this expense. You will be responsible for returning the receipt for payment to your Volunteer Coordinator after your prints have been taken. Please note that the business office needs a minimum of one week to process requests for checks.