



Southeastern California Conference Employee AB 506 Policy & Instructions

Policy: All SECC employees must complete the AB 506 requirements, including mandated reporter training and a Live Scan background check through the DOJ and FBI. This is required for new hires and current employees in all roles, including locally funded, on-call, part-time, seasonal, and temporary employees.

Live Scan Background Check and DMV Check:

1. Download your Live Scan documents

Download and print the Request for Live Scan Service form and the Certifix Account Notice flyer from the BambooHR Task. The flyer includes SECC account information so your Live Scan can be billed to SECC. You should not have to pay at the location.

2. Find a Certifix Live Scan location

Visit certifixlivescan.com to choose a participating location near you. Before you go, call the location to confirm they accept Certifix accounts for payment and ask if an appointment is needed.

3. Bring these items to your appointment

- Your government-issued photo ID, such as a driver license, state ID, or passport.
- The Request for Live Scan Service form provided by SECC.
- The Certifix Account Notice flyer for billing.

4. Complete your Live Scan fingerprinting

The Live Scan location will complete your fingerprint background check. The results will be processed through the DOJ and FBI.

5. Save and submit your receipt/form

Before leaving, ask the technician for a receipt and a copy of your completed Live Scan form. Upload the copy to your BambooHR task. If you cannot upload it, email it to Humanresources@seccsda.org.

Account Notice

Certifix Live Scan Account



Please present this flyer when getting fingerprinted to ensure that your live scan is processed at no cost to you.

NAME OF ACCOUNT

Southeastern California Conference of SDA

CERTIFIX ACCOUNT NUMBER

96072

NOTE TO LOCATION

If a Billing Number is provided on the Request for Live Scan Service form, please also apply it to the transaction.

Where to Get Fingerprinted

Visit a participating Certifix Live Scan location. If you weren't provided with one, either choose one at certifixlivescan.com (be sure it accepts Certifix accounts for payment) or contact Certifix Live Scan (see below) for assistance.

What to Bring

To get fingerprinted, bring physical copies of the following items with you to the location:

- ❑ **Request for Live Scan Service Form**
Complete the Applicant Information section, and bring 2 or 3 copies as needed.
- ❑ **Valid Photo ID**
A current, state-issued driver license or ID card is sufficient. If this is unavailable, contact Certifix Live Scan (see below) to find out what you need.
- ❑ **This Account Notice Flyer**
This alerts the location to process your live scan at no cost to you.

Questions?

If you have any questions, comments, or are asked to pay the location, please contact Certifix Live Scan.

(800) 710-1934

support@certifixlivescan.com