

Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020
Human Resources Division

Fingerprint Fees and Information
(Subject to change)

Some important things to remember when appearing for live scan fingerprinting:

1. There are three locations available to obtain your live scan fingerprints:

Address: **South Valley Business Services**
66 1st Street, Ste. B.
Gilroy, CA 95020
Telephone: (408) 842-8055
Southvalleysvcs.clickbook.net

Monday thru Friday - 5:30 pm -7 pm
Saturday - 10:00 am to 2:00 pm
Cashier's check, cash, money order, Debit or
Credit Card. (no Personal Checks)

Address: **DDMK Livescan Fingerprint Service**
8339 Church Street, Suite 119
Gilroy, CA 95020
Telephone: (408) 264-5505

Monday to Friday – 11:00 am-6:00 pm
Saturday – 10:00 am – 2:00 pm
Sunday by appointment
Cashier's Check, Checks, Credit Cards, Debit
Cards, Money Order

Address: **San Martin Sheriff's Office**
80 Highland Avenue, Bldg. K
San Martin, CA 95046
Telephone: (408) 686-3651

BY APPOINTMENT ONLY
Monday thru Friday
Hours: 7:30 am-4:00 pm
Cashier's check, cash, money order or personal
check. NO CREDIT CARDS
***Schedule Online: www.sccgov.org**

San Martin Sheriff's Office: Contact the Sheriff's Department in San Martin at (408) 686-3651 to secure your personal appointment. Please be prompt to your scheduled appointment. If you are late, you will have to reschedule or wait for the next available opening. No walk-in service will be provided.

2. Bring the completed "Request for Live Scan Service - Applicant Submission" form with you. This form must be completed by the Gilroy Unified School District. Each specific clearance requires a separate printing and additional fees.
3. No children please. Applicants need to make arrangements for childcare prior to being fingerprinted.

4. Valid photographic identification must be presented.

Acceptable forms of photographic identification are:

- California Driver's License
- California DMV Identification Card
- Military Identification
- United States Passport
- A valid out of state drivers license
- An alien Registration Card/Immigration/Green Card

5. Fingernails: Extremely long or curved fingernails may prevent the fingers from properly contacting the printing platen and may need trimming.

6. Bandaged or injured fingers: Applicant may need to reschedule their appointment until the injured or bandaged fingers can be fingerprinted.

Fees: The fee that you are required to pay is indicated below:

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| <ul style="list-style-type: none">○ <u>Classified Clearance:</u>
(Department of Justice, FBI and agency fee)
San Martin Sheriff's Office: \$69.00
South Valley Business Services:
\$71.00○ <u>Certificated Clearance for applicants with teaching credential:</u>
(Department of Justice, FBI and agency fee)
San Martin Sheriff's Office: \$52.00
(DOJ, agency fee only)
South Valley Business Services:
\$54.00 (DOJ, agency fee only) | <ul style="list-style-type: none">○ <u>Preschool Teacher Clearance</u>
(Department of Justice, FBI, Teaching Commission, and agency fee)
San Martin Sheriff's Office: \$94.00○ <u>Volunteer Clearance</u>
San Martin Sheriff's Office: (DOJ & FBI) \$67.00
South Valley Business Services - (DOJ & FBI) \$71.00 |
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Once you are printed, you are required to return the appropriate copy of your completed live scan service form to Human Resources Division at the Gilroy Unified School District. Failure to return the form will hold up your clearance process. You will be contacted when results of your prints have been received by the Gilroy Unified School District.

If you have any questions, please contact the Human Resources Division at (669) 205-4012.