

Homework Central

fostering academic success through tutoring & family support

P.O. Box 6687 • San Mateo, CA 94403-6687 Office: 650-343-3423 • Fax: 650-343-3425

Tax ID #94-3368576 • www.smhwc.org

Anyone over the age of 18 MUST be fingerprinted

Thank you so much for your understanding and cooperation in this process. All of us want to do everything possible to ensure the health and safety of every child in our care.

Homework Central requires that all adult volunteers be fingerprinted. Livescan fingerprinting is done **ONLY ONCE** from each volunteer. The file will remain active and applicable while you are an active volunteer with HWC.

1. Download fingerprinting forms under the "Volunteer Info" tab on our web page at www.smhwc.org. Fill in your information for the Livescan. There is an example of a completed form on our website.

2. Have the Livescan done at a UPS Store. They will need the completed Livescan form, a valid photo ID (Examples: California Driver's License, California ID card, US Military ID or a valid Passport) and this letter which has a voucher at the bottom.

3. Upon completion, the UPS Store will give you two copies. Please mail one copy **AND** your signed consent form to PO Box 6687, San Mateo, CA 94403. Note: we black out your driver's license and social security information to protect your privacy. You are free to do this yourself, before you send it to us. You may also drop off or mail the forms to our main office at the Unitarian Universalists Church: Attn. Volunteer Coordinator 312 Santa Inez Avenue San Mateo, CA 94403.

The UPS Store on Howard Avenue in Burlingame is a good option (see below). They have 3 authorized Livescan operators, so no appointment is necessary. If you want to use another location, check to make sure the location has Livescan. Our voucher will be honored at all UPS locations but you have to show the operator the voucher. The cost is billed to us, though you can opt to pay for the Livescan yourself.

UPS Store #2354 at 1325 Howard Ave, Burlingame 650-348-7447
Walk-in OK Monday through Friday 8:00 to 5:00 or Saturday 9:00 to 4:00

Sincerely,

Natashia Gomez, Volunteer Coordinator ngomez@smhwc.org



OFFICIAL CERTIFIX ACCOUNT
APPLICANT DOES NOT PAY!

APPLICANTS:

Visit www.CertifixLiveScan.com for Live Scan Fingerprinting Locations.

Make sure to fill in the OCA or Facility number, if any, on the Request for Live Scan form.

Call Toll Free (800) 710-1934 Ext. 1 if you have any questions.

OPERATORS:

Do Not Collect Any Fee.
Applicants are billed by Certifix

Make sure to fill in the OCA or Facility number, if any, on the Request for Live Scan form.

How to Verify an Account:

- 1- Visit cbs.certifixlivescan.com
- 2- Type in either the ORI or OCA number
- 3- Click "Go"

Call Toll Free (800) 710-1934 Ext. 5 if you have any questions.

Agency Name: Homework Central Applicant Name:

CERTIFIX LIVE SCAN
The Most Trusted Name In Live Scan
www.CertifixLiveScan.com
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