



Subject: LIVE SCAN PROCESS INSTRUCTIONS (FINGERPRINTING)  
NEW BEGINNINGS COMMUNITY CHURCH

Thank you for volunteering at New Beginnings Community Church. To ensure a safe and nurturing place for our children and all participants, we are requiring all volunteers to complete the Live Scan Process by making an appointment at Business Express of Norco for fingerprinting and filing with the Department of Justice and the Federal Bureau of Investigation. All files are confidential and come directly under the custodial care and supervision of Pastor Jim Del Campo and Office Administrator, Rebecca Farias.

1. Mandatory information has been completed for you on the Request for Live Scan Service (form attached). Complete Box 3 only. Box 6 will be completed by Business Express of Norco.
2. Call Business Express of Norco at (951) 371-4640 to make a Live Scan appointment. Their location is 2834 Hamner Ave., Norco (located between Stater Bros. Market and Ace Hardware on Hamner). Business hours are Monday through Friday from 9AM-6PM and Saturday from 9AM-3PM.
  - NOTE: If it is not possible to be fingerprinted at the location shown above, please visit <http://ag.ca.gov/fingerprints/publications/contact.php> for additional locations. Obtain a receipt for the cost of the live scan service and submit it to the church along with your completed Live Scan form. You will be reimbursed.
3. For your appointment, you will need to have with you a completed Live Scan form and identification (driver's license, California ID, passport, or military ID).
4. Inform the receptionist that NBCC has an account with Business Express of Norco, and the fee for the Live Scan should be billed to the church office at P.O. Box 6464, Norco, CA 92860. If there are any questions, have them call (951) 734-9574.
5. **To complete the process**, you must submit your completed and signed Ministry Application (form attached) and the copy of your Live Scan given to you at the time of your appointment to the church office reception desk in care of Rebecca Farias.

We appreciate your extra effort in making our church a secure and peaceful place for everyone in our community.

God Bless You,

New Beginnings Community Church

1.9.2020