



## Live Scan Procedure for Teachers

1. Make an appointment by calling one of the following two sites. **BRING YOUR PHOTO ID/DRIVER'S LICENSE TO YOUR APPOINTMENT.** Please bring cash or check to cover the amount. Cost is approximately \$59-\$69.

### **Irvine Police Department**

1 Civic Center Plaza  
Irvine, CA 92606  
(949) 724-7000  
No Monday Appointments

### **Orange County Sheriff**

11 Journey  
Aliso Viejo, CA 92656  
(949) 425-1801  
Daily Appointments

2. Obtain an application from the Administrator, Class Coordinator, or download form BCIA 8016 from the Department of Justice website.

[https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/BCIA\\_8016.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/BCIA_8016.pdf)

3. Fill out the form using the following information:

- ORI: A2301
- Type of application: Employment – “Classroom Worker”
- Saddleback Christian Academy  
24000 Alicia Parkway, #17-474  
Mission Viejo, CA 92691
- Mail Code: 08375
- Contact Name: Amber Healy
- 949-829-6940
- Third box is your personal information. We do not have a billing number or misc. Leave those spaces blank.
- Your Number: Leave Blank
- Level of Service: DoJ & FBI
- If Resubmission: Leave blank
- Employer and all other information in this box: Leave blank
- Last Box: Office Work

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