



SADDLEBACK CHRISTIAN ACADEMY

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. Call location for cost. SCA does not reimburse live scan fees.

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 or class coordinator, or download form BCIA 8016 from the Department of Justice website.

<https://oag.ca.gov/system/files/media/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: Marie Stout
- 949- 685-5838
- 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