

**Volunteers (and participating adults) at Walden West Outdoor Science School 18** and older MUST complete and clear a LiveScan Fingerprint/Background Check at the Santa Clara County Office of Education prior to arriving on campus. Prints may take up to two weeks to clear, plan accordingly.

- [Student Volunteers](#) first:
  1. Fill out the [Online Application](#) at [www.waldenwest.org/volunteer](http://www.waldenwest.org/volunteer)
  2. Receive a date confirmation email from [waldenwest\\_cabinleaders@sccoe.org](mailto:waldenwest_cabinleaders@sccoe.org)
  3. Download the [Volunteer Registration Packet](#)
  4. Make sure you will be able to miss school, work, other events you may have that week

Once you are confident that you will be participating, go to [LiveScan Appointment Scheduling](#) and schedule yourself a 15 min appointment.

- [All non-student volunteers](#) must get school approval/signature before scheduling a fingerprint.  
Contact [Leigh\\_Jones@sccoe.org](mailto:Leigh_Jones@sccoe.org) to begin processing
- [Summer volunteers](#)

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Volunteer LiveScan Fingerprinting, HR, Second Floor, South Building (near Substitute Staffing)

**1290 Ridder Park Dr, San Jose, CA 95131**

Please arrive on time. If you are more than 10 minutes late, you may need to reschedule. (To cancel: 408-453-4305)

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Bring the following to your fingerprint appointment:

1. Government issued photo ID (state driver's license/identification card or US Passport)
2. Know your Social Security Number (for quicker printing results)

**Acceptable forms of secondary personal ID. If you do not have a state issued driver's license or ID or US Passport, bring one of the following from list A and two from list B to your appointment.**

**List A (one item)**

- State issued certificate of birth
- U.S. duty/retiree/reservist military ID
- Federal ID card
- Department of Defense common access card
- U.S. tribal of Bureau of Indian Affairs ID
- Social Security Card
- Marriage certificate
- Court order for change - name/gender/adoption/divorce
- U.S. government issued consular report of birth abroad
- Foreign passport w/ appropriate immigration documents
- Certificate of citizenship
- Certificate of naturalization
- INS resident alien card issued since 1997
- INS temporary resident ID
- INS employment authorization card

**List B (two items)**

- Utility bill with address
- Jurisdictional voter registration card
- Paycheck stub with name/address
- Spouse/parent affidavit
- Cancelled check or bank statement
- Mortgage documents
- Vehicle registration card/title