

## Applying to become a Tier I Volunteer – Pre-registration Process

The following link can be put on your web site so volunteers can go directly to the application process. [Tier I Volunteer Registration](#)

Below are the steps the volunteer will go through to complete their pre-registration. Clicking on the Tier I Volunteer Registration link will take the volunteers to this page:

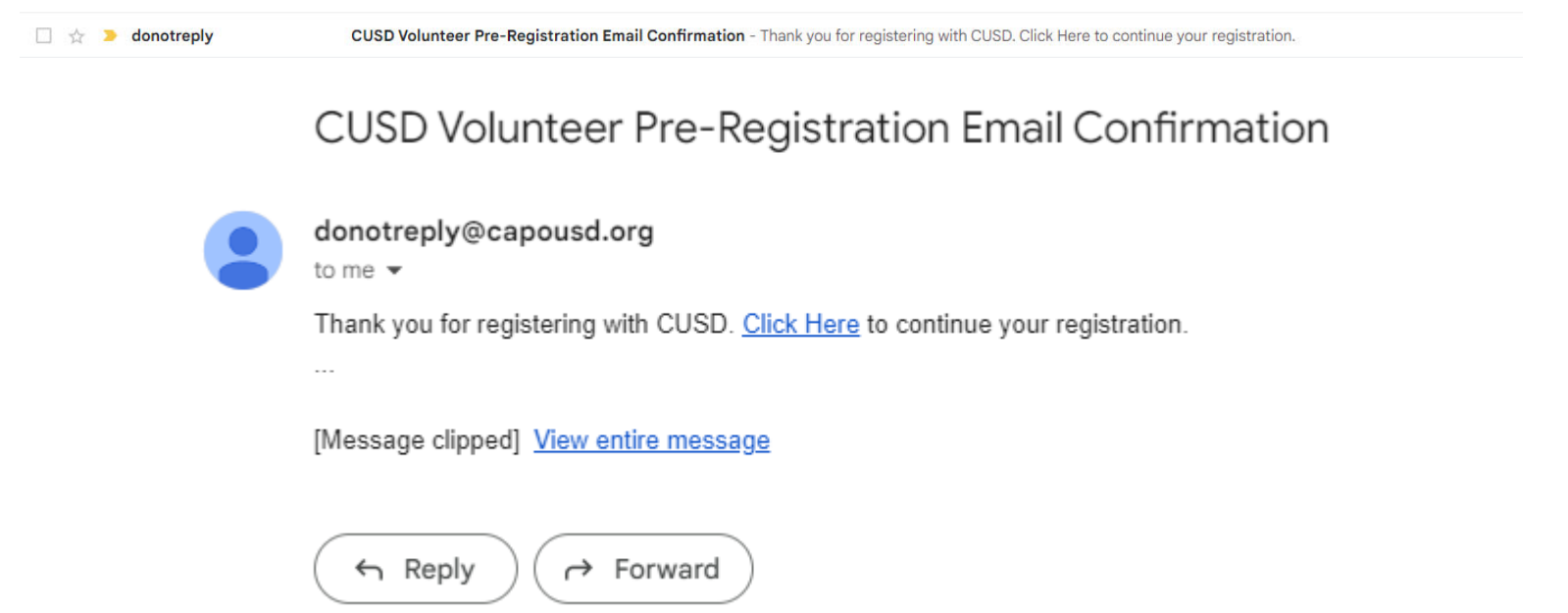
**“Please enter your email address. Once you click save, a link will be sent to your email for verification.”**



Welcome to Capistrano Unified School District Volunteer Pre-Registration for Tier I Volunteers. Please follow the steps completely so your application can be processed in a timely manner. Please enter your email address. Once you click save, a link will be sent to your email for verification.

**“Please check your email for a verification link. Click the link and continue your registration.”**



# “Please fill out all fields below, as they are required!”

In Capistrano Unified School District, all Tier I volunteers must undergo a criminal background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) before working with students *in any* capacity. Follow the steps below to start the Tier I volunteer process.

1. Live Scan: Print the “Request for Live Scan Service” form linked on the next page and take it with you to the fingerprint appointment. Call the location first to ensure they are open, can complete the live scan process, and confirm pricing.

The following agencies may provide live-scan/fingerprinting services:

**Secure Live Scan:** <http://www.securelivescan.com/>

**Location:** 6 Journey Suite #270, Aliso Viejo CA, 92656

**Phone Number:** (949) 633-0948

**Appointments:** Walk-in appointments are available from 10am to 5pm (Monday – Friday)

**Cost:** DOJ & FBI: \$74 (approximately)

**UPS STORES:** [https://www.ups.com/dropoff/?loc=en\\_US](https://www.ups.com/dropoff/?loc=en_US)

**Locations:** Most UPS stores in Orange County are able to perform a live scan service.

**Appointments:** Walk-in appointments are available

**Cost:** DOJ & FBI: \$89 (approximately)

|         |               |           |            |             |            |               |                    |
|---------|---------------|-----------|------------|-------------|------------|---------------|--------------------|
| ID Type | SSN/ID Number | Last Name | First Name | Middle Name | DOB        | Contact Phone | jenfojas@gmail.com |
| SSN     |               |           |            |             | mm/dd/yyyy |               |                    |

Pick the school(s) where you plan to volunteer:

|   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Adult Transition Programs    | <input type="checkbox"/> Chaparral Elem School        | <input type="checkbox"/> John Malcom Elem School    | <input type="checkbox"/> Phillip Reilly Elem School |
| <input type="checkbox"/> Aliso Niguel High School     | <input type="checkbox"/> Choose/Capistrano Virtual    | <input type="checkbox"/> Kinoshita Elem School      | <input type="checkbox"/> R.H. Dana Elem School      |
| <input type="checkbox"/> Aliso Viejo Middle School    | <input type="checkbox"/> Clarence Lobo Elem School    | <input type="checkbox"/> Ladera Ranch Elem School   | <input type="checkbox"/> R.H. Dana ENF              |
| <input type="checkbox"/> Ambuehl Elem School          | <input type="checkbox"/> Concordia Elem School        | <input type="checkbox"/> Ladera Ranch Middle School | <input type="checkbox"/> San Clemente High School   |
| <input type="checkbox"/> Arroyo Vista Elem School     | <input type="checkbox"/> Crown Valley Elem School     | <input type="checkbox"/> Laguna Niguel Elem School  | <input type="checkbox"/> San Juan Elem School       |
| <input type="checkbox"/> Arroyo Vista Middle School   | <input type="checkbox"/> Dana Hills High School       | <input type="checkbox"/> Las Flores Elem School     | <input type="checkbox"/> San Juan Hills High School |
| <input type="checkbox"/> Bathgate Elem School         | <input type="checkbox"/> Del Obispo Elem School       | <input type="checkbox"/> Las Flores Middle School   | <input type="checkbox"/> Shorecliffs Middle School  |
| <input type="checkbox"/> Bernice Ayer Middle School   | <input type="checkbox"/> Don Juan Avila Elem School   | <input type="checkbox"/> Las Palmas Elem School     | <input type="checkbox"/> Tesoro High School         |
| <input type="checkbox"/> Bridges Community Day School | <input type="checkbox"/> Don Juan Avila Middle School | <input type="checkbox"/> Marblehead Elem School     | <input type="checkbox"/> Tijeras Creek Elem School  |

After all fields are completed hit save and the Thank you screen appears.

Thank you for filling out the volunteer pre-registration form. Your next step is to be fingerprinted via a DOJ/FBI approved Live Scan Service company.

Find a location near you [Fingerprinting Locations Orange County](#)

Download, complete, and print the [Request for Live Scan Service](#) (take 2 copies with you).

The results from the Live Scan take an average of two weeks but can take longer. Please periodically check with your school site to verify if your fingerprints have been cleared.

Thank you for your interest in becoming a volunteer!

Record Saved

**Thank you for filling out the volunteer pre-registration form. Your next step is to be fingerprinted via a DOJ/FBI approved Live Scan Service company.**

1. Find a location near you [Fingerprinting Locations Orange County](#)
2. Download, complete, and print the [Request for Live Scan Service](#) (take 2 copies with you).

The results from the Live Scan take an average of two weeks but can take longer. Please periodically check with your school site to verify if your fingerprints have been cleared.

**Thank you for your interest in becoming a volunteer!**