# 2024 YLF Background Check

# Frequently Asked Questions

***Overview of process***

Your work as a staff member (if over the age of 18) is contingent on passing a Department of Justice (DOJ) background check. If you have any convictions under [Penal Code 290](http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?chapter=5.5.&part=1.&lawCode=PEN&title=9.) or are listed in any sex offender registry, you will automatically be disqualified.

Once initially selected, you will be provided additional information and background check forms.

If selected as volunteer staff, you will be provided a unique barcoded form to take with you to a registered DOJ Live Scan for fingerprinting. The site will send your Live Scan fingerprints and form to the DOJ processing. Our YLF partners at Eaton Interpreting Services, custodian of records will receive results and only provide pass or fail verification to California Committee on Employment of People with Disabilities (CCEPD) management. CCEPD will not receive the full results of your Live Scan.

***What is a Live Scan?***

A Live Scan is an electronic fingerprint used to match criminal databases. YLF will provide you with the Live Scan form to take to a location.

***Where do I get a Live Scan?***

You must use the unique form provided and obtain your fingerprint scans at one of the Live Scan locations identified by the DOJ. Go to the [California Department of Justice’s Live Scan Locations webpage](https://oag.ca.gov/fingerprints/locations) to find a location near you. The sites are listed by county, so you can find the fingerprinting service nearest you. Please note, while many locations accept walk-ins, many require appointments.

***When do I need to get my Live Scan?***

We encourage you to complete the Live Scan within 1-2 weeks after you are notified of being selected as a YLF staff member. Otherwise, the results may not be returned in time for you to participate in YLF. All staff will need to complete their Live Scan by May 30, 2024.

***What happens if I don’t agree with the results of my background check?***

Any issues with your background check need to be addressed through the custodian of records at Eaton Interpreting Services.

***Who receives verification of my background check?***

The CCEPD management only receives verification of approved or denied background checks.

***What does the CCEPD receive as verification?***

CCEPD only receives verification of pass or failure. No personal details are shared.

***Do I pay for the Live Scan?***

Yes.You are responsible to pay for the Live Scan fingerprinting at your chosen location. Fees vary, but typically range within $20-$30.

***Can I get reimbursed for the Live Scan?***

Yes. Reimbursements for fingerprinting must be submitted to the CCEPD. Once initially selected, you will be sent a “YLF Expense Request” form. Send it along with your Live Scan receipt by email to: YLF@dor.ca.gov.

***Who can answer any additional questions?***

General background check process questions can be addressed by calling 855-894-3436 or emailing YLF.@dor.ca.gov.