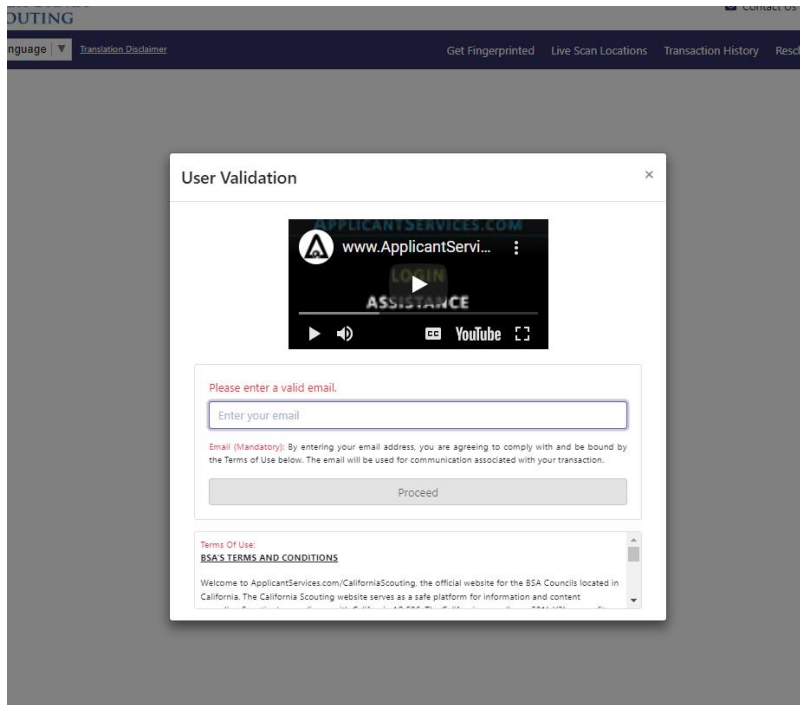


Greeting Scouters!!

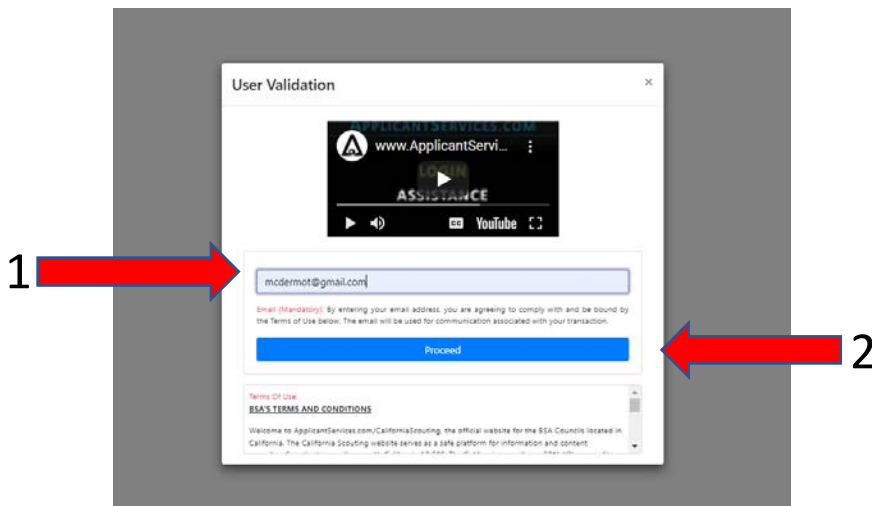
The time is here. In addition to your 2 hours of training for AB 506, the State of California is mandating that you have a LiveScan background check.

Here are the steps:

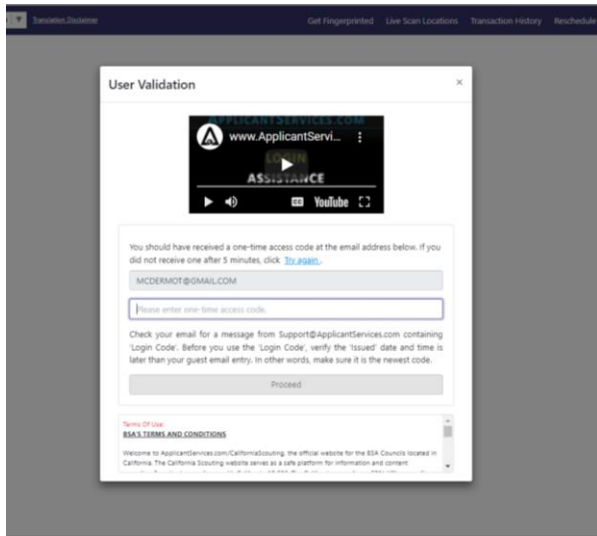
1. Go to www.ApplicantServices.com/SDIC
2. Once you get there, you will get the following screen



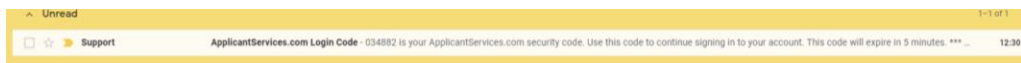
3. Enter your primary email address into the "Please enter a valid email" area, and press the blue "Proceed" button.



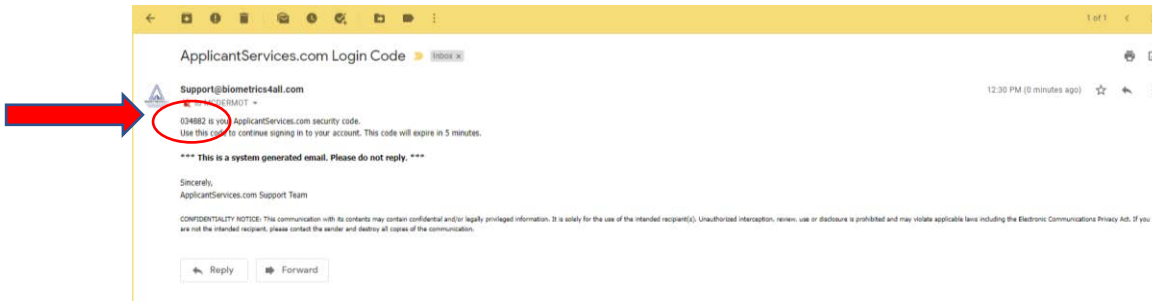
4. After pressing the Proceed button you will get the following screen.



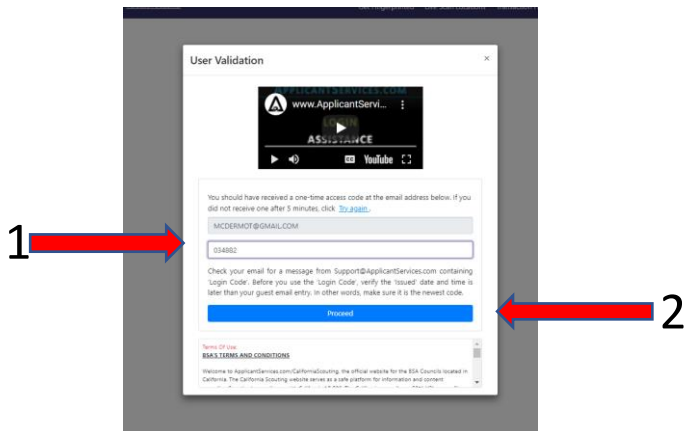
5. Go to your email and look for an email with subject line "ApplicantServices.com Login Code"



6. Open the email, and find the Login Code (also called Security Code)



7. Type the Security Login Code into the box under your email, and press the blue "Proceed" button



8. Congratulations! You are now logged in.

(Note : You will need to get a NEW Security Login Code EVERY TIME you access the site)

9. Now they will start collecting information. Starting with your Unit Type (Pack, Troop, Crew Ship) and Number. Only fill in the yellow colored box. Leave the gray ones alone.

10. Then press the next button

STEP 1 Transaction

Back Next

* Required

Applicant Submission

* Authorized Applicant Type VOLUNTEER/VICA * Unit Type (Pack, Troop, Ship, Crew, Team, Post, Non Unit, District, Council, Other) & Unit Number

Job Title/License/Permit from the 9016 Form

Contributing Agency Information

Agency Authorized to Receive Criminal Record Information CAYOSD IMPERIAL CNCL BOY

Back Next

STEP 2 Applicant Information

STEP 3 Locations

11. The next screen will ask for your personal information, like: name, street name, BSA ID, and driver's license number. Please fill them out. Then press "Next"

View Help Video

Boy Scouts of America San Diego – Imperial Council - Volunteer

STEP 1 Transaction

STEP 2 Applicant information

Back Next

* Required

Name

* Last Name (letter ONLY | Multi-part name, after space, enter as Middle Name) COUITTS * First Name (Letters, hyphens, spaces, replace apostrophe with a space) MCDERMOT

Middle Name SHAFER Suffix Applicant's Suffix, only JR, SR, and Roman Numerals (e.g. I, II, III, IV).

Alias Last Name (other legal name, not nickname) Applicant's Alias Last Name. Alias First Name Applicant's Alias First Name.

Alias Middle Name Applicant's Alias Middle Name. Replace all special characters with a space. Alias Suffix Applicant's Alias Suffix. Allowable characters are JR, SR, and Roman Numerals (i.e. I, II, III).

Address

Residence Street Name 4525 LONG BRANCH AVE Residence City SAN DIEGO

Residence State Residence Zip

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12. Based on your address, they will show a map with a list of available LiveScan locations. Find your desired location and press the “Schedule Appointment” button to the right of it.

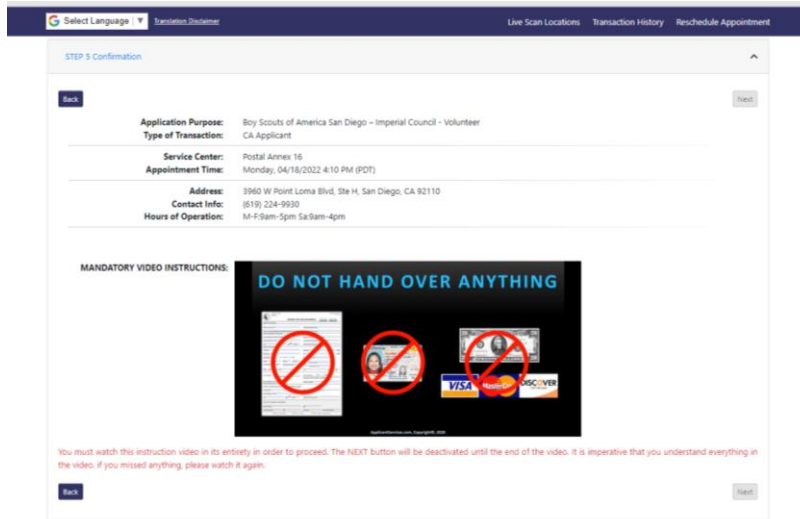
The screenshot shows the 'Live Scan Locations' page. At the top, there is a search bar with the address '4525 LONG BRANCH AVE, SAN DIEGO, CA 92107' and buttons for 'Search' and 'Search Nearby'. Below the search bar, there are radio buttons for 'Home Address' and 'Other'. A map of San Diego is displayed, showing various locations marked with green 'A' icons. Below the map, there is a section titled 'Select one of the LiveScan Service Centers below.' with a table of service centers.

Service Center	Distance	Working Hours	Action
VERIFIED OPEN Postal Annex 16 - HH5 3960 W Point Loma Blvd, Ste H, San Diego, CA 92110 Contact: (619) 224-9930 Get Directions Email Us	1.18 mi	M-F:9am-5pm Sa:9am-4pm	Schedule Appointment
VERIFIED OPEN X57 - Postal Annex 50 - X57 2907 Shelter Island Dr, #105, San Diego, CA 92106 Contact: (619) 222-1664 Get Directions Email Us	1.74 mi	M-F:8:30AM-6PM Sa:9AM-4PM Su:11AM-4PM	Schedule Appointment

13. You will then be shown the available appointments for your location. Select your desired date and time for the list of available options. Then press the “Next” button.

The screenshot shows the 'STEP 4 Appointment' page. It features a 'Back' button at the top left and a 'Next' button at the top right. Below the buttons, there is a prompt: 'Select a date and time, then click Next.' On the left, there is a calendar for April 2022 with the 18th selected. On the right, there is a list of available times from 2:40 PM to 4:30 PM. A 'VERIFIED OPEN' badge is displayed above the list. Below the list, there is a 'Select Time (PST)' button and a note '(Show's Local Time)'. To the right of the time list, there is a summary box for the selected location: Postal Annex 16, 3960 W Point Loma Blvd, Ste H, San Diego, CA 92110, with contact information and working hours. At the bottom, there are expandable sections for 'STEP 5 Confirmation' and 'STEP 6 Payment'.

14. You are now on the confirmation page for your appointment. Verify the date, time and location of your appointment and watch the mandatory video. Once the video is done, you will be able to press the “Next” button.



15. The next screen prompts for payment. Follow the instructions on the page. You will be charged \$41 (US) for the LiveScan. You will NOT pay at the Service Center.
16. After you have paid, you will be prompted to print out your form. While they will ALSO send you an email, printing the form is generally easier.
17. Bring your form AND your identification to your Service Center at the date/time of your appointment. The appointment is quick and will probably take less than 10 minutes.

That's it. Good Luck and thank you for your service to youth.