



# FINGERPRINT PROCESS

PLEASE CHECK WITH YOUR SCHOOL'S ADMINISTRATION TO CONFIRM IF FINGERPRINTING IS NEEDED FOR YOUR VOLUNTEER ASSIGNMENT.

1

## STEP

Visit <http://www.applicant-services.com/LAUVOL> and watch the video in its entirety.

Next:

- Enter your email address.
- Check your email mailbox for a log-in code.
- Enter the log-in code in the box indicated to continue to the next step.

2

## STEP

Complete the required fields. Click "Next" to move to the next page.

- You will need the first 5 digits of the Volunteer AppID.
- You will not incur any fees as long as you follow the process accurately.

3

## STEP

Enter your zip code or address to select the desired fingerprinting location. Once you have selected the fingerprinting location, you will need to watch the video to continue to the next step.

4

## STEP

After booking your appointment, you will receive an email containing a QR code and the necessary details for your appointment. A reminder email will be sent to you 24 hours before the appointment. Please bring your identification and the QR code with you to the appointment to ensure no fees are incurred.

5

## STEP

Once the clearance is provided, the Office of Student, Family, and Community Engagement will input the clearance date into the Volunteer Management System, and the volunteer site will approve the application.

Once the volunteer application has been reviewed, processed, and approved, you will receive an email with a temporary badge from the Office of Student, Family, and Community Engagement. You will need to attend a mandatory Volunteer Orientation at your school site before starting your volunteer service.

The fingerprint clearance process can take up to 30 days to complete.

If Live Scan results have not been recorded on the Volunteer Application within 60 days, the volunteer must schedule another fingerprint appointment to complete the Live Scan process.