 

**Archdiocese of Los Angeles Fingerprinting Department**

**2019 Weekday *One Machine* Appointment Sheet (12pm-7pm)**

**Fingerprinting Date: Church or School Name:**

**Please email appointment sheet to** [**fingerprinting@la-archdiocese.org**](mailto:fingerprinting@la-archdiocese.org) **and** [**javenido@la-archdiocese.org**](mailto:javenido@la-archdiocese.org) **two (2) business days prior to fingerprinting day.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** |  | **Applicant Name** | **Phone** | **Parish/School** | **OCA#** |
| 12:00pm | 1 |  |  |  |  |
|  | 2 |  |  |  |  |
| 12:25pm | 3 |  |  |  |  |
|  | 4 |  |  |  |  |
| 12:50pm | 5 |  |  |  |  |
|  | 6 |  |  |  |  |
| **1:15pm RECESS** | | | | | |
| 1:25pm | 7 |  |  |  |  |
|  | 8 |  |  |  |  |
| 1:50pm | 9 |  |  |  |  |
|  | 10 |  |  |  |  |
| 2:15pm | 11 |  |  |  |  |
|  | 12 |  |  |  |  |
| 2:40pm | 13 |  |  |  |  |
|  | 14 |  |  |  |  |
| **3:05pm to 4:05pm MEAL BREAK** | | | | | |
| 4:05pm | 15 |  |  |  |  |
|  | 16 |  |  |  |  |
| 4:30pm | 17 |  |  |  |  |
|  | 18 |  |  |  |  |
| 4:55pm | 19 |  |  |  |  |
|  | 20 |  |  |  |  |
| **5:20pm RECESS** | | | | | |
| 5:30pm | 21 |  |  |  |  |
|  | 22 |  |  |  |  |
| 5:55pm | 23 |  |  |  |  |
|  | 24 |  |  |  |  |
| 6:20pm | 25 |  |  |  |  |
|  | 26 |  |  |  |  |
| 6:45pm | 27 |  |  |  |  |
| *Due to budgetary constraints, we ask for your help and cooperation in minimizing labor costs. We must request that all fingerprinting activities end by 7:00 p.m. Therefore, please do not schedule anyone beyond the last appointment time on the appointment sheet. Any overtime worked by the Live Scan Operator(s) will have to be invoiced to the hosting location. We apologize for any inconvenience.*  **FINGERPRINTING OVERTIME – BILLABLE TO HOSTING LOCATION** | | | | | |
| **7:00pm** | **1** |  |  |  |  |
|  | **2** |  |  |  |  |
| **7:25pm** | **3** |  |  |  |  |
|  | **4** |  |  |  |  |
| **7:50pm** | **5** |  |  |  |  |
|  | **6** |  |  |  |  |
| **8:15pm** | **FINGERPRINTING OVERTIME ENDS** | | | | |

*NOTE: Walk-ins will be accommodated for no-show, missed or vacant appointments. Please do not change this appointment sheet.*