 

**Archdiocese of Los Angeles Fingerprinting Department**

**2021 Weekday One Machine Appointment Sheets (12pm-7pm)**

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

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

*By filling this appointment sheet, the hosting location agrees to adhere, make fingerprinting applicants aware of and will reinforce the* [***Fingerprinting-Live-Scan-Pandemic-Safety-Policies-and-Procedures.pdf***](https://lacatholics.org/wp-content/uploads/2020/06/Fingerprinting-Live-Scan-Pandemic-Safety-Policies-and-Procedures.pdf) *found at* [*https://lacatholics.org/fingerprinting*](https://lacatholics.org/fingerprinting)*/.* ***Due to pandemic safety protocols, walk-ins will not be accepted***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** |  | **Applicant Name** | **Phone** | **Parish/School** | **OCA#** |
| 12:00pm | 1 |  |  |  |  |
| 12:20pm | 2 |  |  |  |  |
| 12:40pm | 3 |  |  |  |  |
| 1:00pm | 4 |  |  |  |  |
| 1:20pm | 5 |  |  |  |  |
| 1:40pm | 6 |  |  |  |  |
| **2:00pm RECESS** | | | | | |
| 2:10pm | 7 |  |  |  |  |
| 2:30pm | 8 |  |  |  |  |
| 2:50pm | 9 |  |  |  |  |
| 3:10pm | 10 |  |  |  |  |
| 3:30pm | 11 |  |  |  |  |
| **3:50pm to 4:50pm MEAL BREAK** | | | | | |
| 4:50pm | 12 |  |  |  |  |
| 5:10pm | 13 |  |  |  |  |
| 5:30pm | 14 |  |  |  |  |
| **5:50pm RECESS** | | | | | |
| 6:00pm | 15 |  |  |  |  |
| 6:20pm | 16 |  |  |  |  |
| 6:40pm | 17 |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| 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. Thank you.  **Prior to scheduling for after 7pm that the Fingerprinting Department must be notified and approve the overtime.**  **FINGERPRINTING OVERTIME – BILLABLE TO HOSTING LOCATION** | | | | | |
| 7:00pm | 1 |  |  |  |  |
|  | 2 |  |  |  |  |
|  | 3 |  |  |  |  |
| 8:00m | **FINGERPRINTING OVERTIME ENDS** | | | | |

*Page 1 of 1*

*Rev09.17.21*