

## **New hosting guidelines due to staffing and budget cuts:**

- 1- Check calendars for available days host a fingerprinting session at your location
- 2- Days stating “**OPEN FOR HOSTING**” means that day is available to reserve
- 3- Fingerprint session reservations are on a “First come first serve” basis
- 4- Availability to accommodate walk-ins is limited so appointments are highly encouraged
- 5- Event will be cancelled if less than 15 applicants are signed up
- 6- Calendars will be released on a quarterly basis via email request to:  
[NMGonzales@la-archdiocese.org](mailto:NMGonzales@la-archdiocese.org)
- 7- Applicant sign ups must be made using shared Word Doc file – see information below for details
- 8- Please send email addresses of all liaisons who need access to the Word file (when you send your request to host email)
- 9- Individuals may make an appointment for Wednesdays or Thursdays to be fingerprinted at the ACC office located at 3424 Wilshire Blvd., Los Angeles CA 90010
- 10- A volunteer must be available during the entire hosting event
- 11- Locations may only reserve one day per month to host a fingerprinting event. Additional days during the month may be reserved if other locations do not reserve a session. Please check availability on the 2<sup>nd</sup> Friday of every month.
- 12- All fingerprinting session appointment time slots must be made available to all Archdiocesan families
- 13- 1 machine = 31 applicant slots available to fingerprint
- 14- 2 machines = 62 applicant slots available to fingerprint

Email [nmgonzales@la-archdiocese.org](mailto:nmgonzales@la-archdiocese.org) if your church or school would like to host a fingerprinting session on site

- 1- Date Requested
- 2- Your Pastoral Region
- 3- Church/School/Facility Name
- 4- Room/Hall name
- 5- Address
- 6- Phone number for applicant to call for an appointment
- 7- List of email addresses of liaisons who need access to the shared Word document to sign up applicants for appointments
- 8- Directions to where live scan operators can park

All appointment sheets are online, please do not use any other appointment sheets you may have saved or stored from previous sessions.

## How to navigate the Word Doc to sign up applicants for fingerprinting appointments:

- 1- An email will come directly from **Nicole Gonzales** - Email Example below:

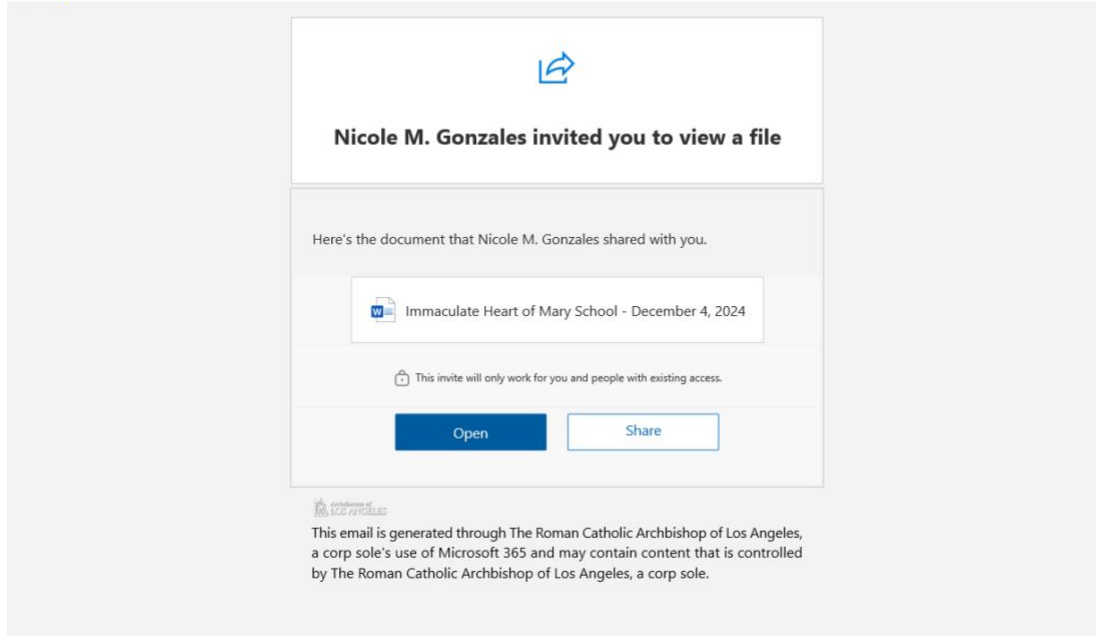
Nicole M. Gonzales shared "Immaculate Heart of Mary School - December 4, 2024" with you



Nicole M. Gonzales  
To: Nicole M. Gonzales

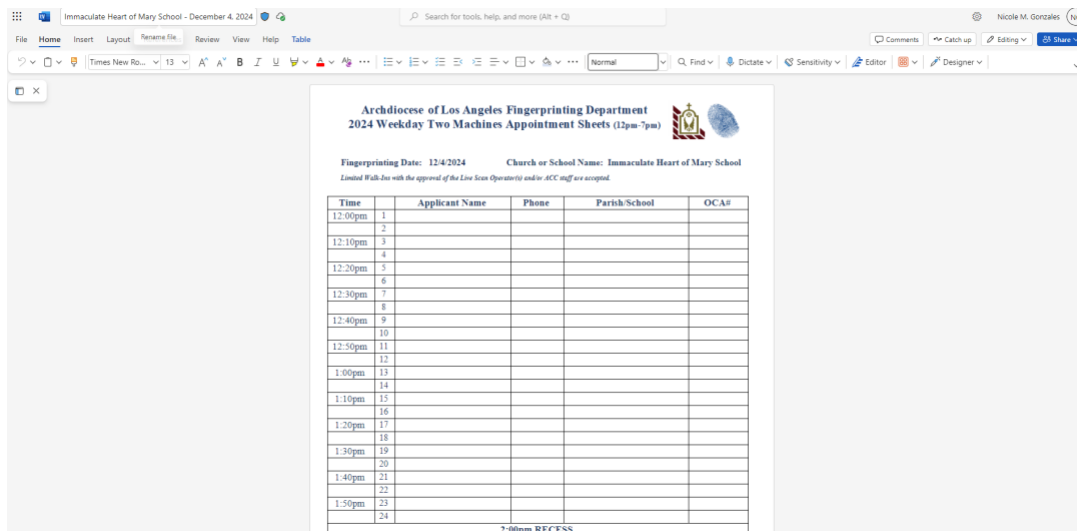


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- 2- Click on **Open**

- 3- You will be directed to the digital sign up sheet – Example below:



- 4- Please use the Word Doc to sign up applicants

- 5- If you need to give access to multiple liaisons, please send the email addresses to:

[nmgonzales@la-archdiocese.org](mailto:nmgonzales@la-archdiocese.org)