

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
- 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 2nd 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- **Due to new budget policies only one machine per session will be sent**

Email 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

Reply Reply All Forward Tue 9/24/2024 12:56 PM

The screenshot shows an email interface. At the top, it says "Nicole M. Gonzales invited you to view a file". Below this, it says "Here's the document that Nicole M. Gonzales shared with you." and shows a document icon for "Immaculate Heart of Mary School - December 4, 2024". There are "Open" and "Share" buttons. At the bottom, there is a disclaimer: "This email is generated through The Roman Catholic Archbishop of Los Angeles, a corp sole's use of Microsoft 365 and may contain content that is controlled by The Roman Catholic Archbishop of Los Angeles, a corp sole."

2- Click on **Open**

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

The screenshot shows a Microsoft Word document titled "Archdiocese of Los Angeles Fingerprinting Department 2024 Weekday Two Machines Appointment Sheets (12pm-7pm)". It includes the following information:

- Fingerprinting Date: 12/4/2024
- Church or School Name: Immaculate Heart of Mary School
- Small text: Limited Walk-In with the approval of the Line Scan Operator(s) and/or ACC staff are accepted.

Time	Applicant Name	Phone	Parish/School	OCA#
12:00pm	1			
	2			
12:10pm	3			
	4			
12:20pm	5			
	6			
12:30pm	7			
	8			
12:40pm	9			
	10			
12:50pm	11			
	12			
1:00pm	13			
	14			
1:10pm	15			
	16			
1:20pm	17			
	18			
1:30pm	19			
	20			
1:40pm	21			
	22			
1:50pm	23			
	24			

2:00pm RECESS

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