

## **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- All fingerprinting session appointment time slots must be made available to all Archdiocesan families
- 12- 1 machine = 31 applicant slots available to fingerprint
- 13- Due to new budget policies only one machine per session will be sent**
- 14- Locations may only reserve one day per quarter to host a fingerprinting event (1 session every 3 months)**

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

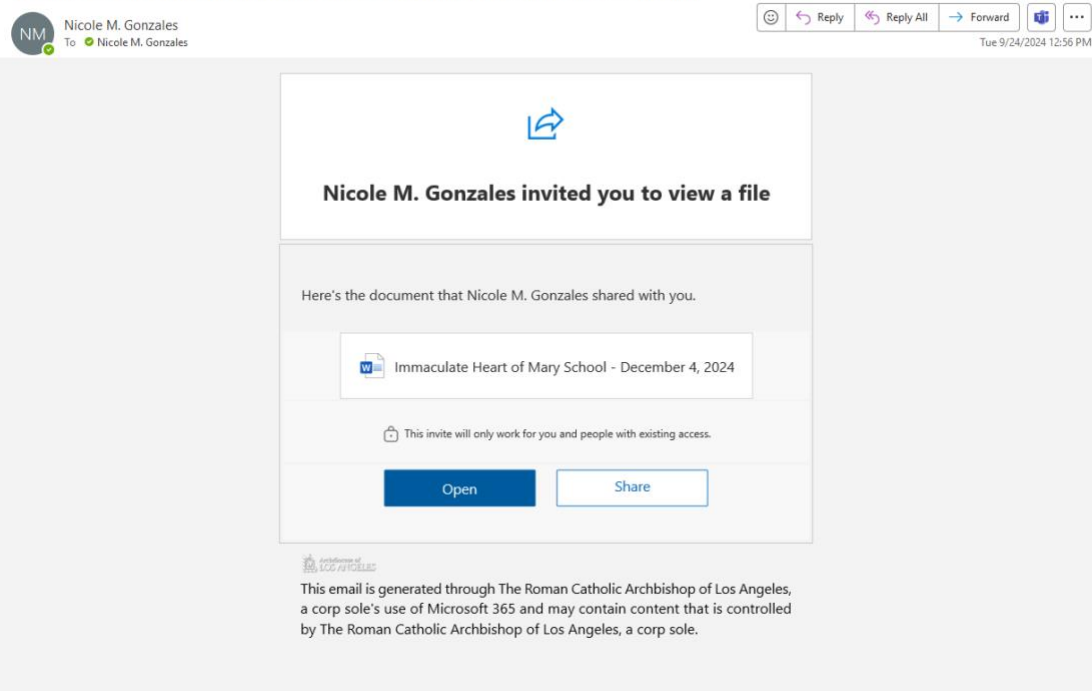
- 1- Date Requested
- 2- Your Pastoral Region
- 3- Church/School/Facility Name
- 4- Room/Hall name
- 5- Address
- 6- Phone number for applicant to call for an appointment
- 7- List of email addresses of liaisons who need access to the shared Word document to sign up applicants for appointments
- 8- Directions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



- 2- Click on **Open**
- 3- You will be directed to the digital sign up sheet – Example below:

The screenshot shows a digital sign-up sheet titled "Archdiocese of Los Angeles Fingerprinting Department 2024 Weekday Two Machines Appointment Sheets (12pm-7pm)". It includes a fingerprint icon and a small logo. The sheet is for "Fingerprinting Date: 12/4/2024" and "Church or School Name: Immaculate Heart of Mary School". Below this, it says "Limited Walk-In with the approval of the Line Scan Operator(s) and/or ACC staff are accepted." The sign-up sheet is a table with columns: "Time", "Applicant Name", "Phone", "Parish/School", and "OCA#". The "Time" column lists times from 12:00pm to 1:50pm in 10-minute increments, with a "2:00pm RECESS" at the bottom. The "Applicant Name", "Phone", "Parish/School", and "OCA#" columns are empty for each time slot.

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