

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- Applicant sign ups must be made using shared Word Doc file – see information below for details
- 7- Please send email addresses of all liaisons who need access to the Word file (when you send your request to host email)
- 8- A volunteer must be available during the entire hosting event
- 8- Locations may only reserve one day per month to host a fingerprinting event.
- 9- All fingerprinting session appointment time slots must be made available to all Archdiocesan families
- 10- 1 machine = 31 applicant slots available to fingerprint
- 11- **Due to new budget policies only one machine per session will be sent**

Email estefanyh@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