



## LIVE SCAN FINGERPRINTING INFORMATION

Each new volunteer will need to have a fingerprint clearance. Fingerprint forms will be distributed at the new Volunteer Orientation. Please take the form to one of the locations listed below. Volunteers will pay the fingerprint scanning agency for the rolling fee (\$20-\$25) and Marin County School Volunteers will be billed for the remaining Department of Justice fee.

***Fingerprinting is done by appointment only at the following locations.  
Accept cash or checks only.***

**Marin County Sheriff's Office, San Rafael - \$20 rolling fee**

Marin County Civic Center, Room 145, San Rafael, 415-499-7286

**Times:** Monday – Thursday: 7am – 4:00 pm. Call ahead for an appt.

**Directions:** Park near the north arch of the Marin County Civic Center (look for Sheriff's cars). Go through the glass doors and take the elevator to the first floor. Exit the elevator and turn right and go to the end of the hall to the Sheriff's Office, Room 145. Inform the clerk you are there for live scan fingerprinting.

**Marin City Sheriff's substation - \$20 rolling fee**

850 Drake Avenue, Marin City, 415-332-5422

**Times:** 7 days a week. Call between 8am – 9am for a same day appt.

**Directions:** Exit US-101 at Marin City /Sausalito, turn right on Donahue St., turn left on Drake Ave.

***No Fingerprinting appointment is needed at the following locations.  
Accept credit cards, checks, or cash.***

**TruScan Fingerprint Services, Novato - \$20 rolling fee**

7665 Redwood Blvd., Suite 200, Novato, 415-878-2900

**Times:** Monday – Friday: 10am-4pm. No appt.

**Directions:** Exit US-101 at Atherton Ave towards San Marin Drive. Turn north onto Redwood Blvd. TruScan will be on your left.

**The UPS Store 3701, Tiburon - \$25 rolling fee**

1 Blackfield Drive, Tiburon, 415-388-6815

**Times:** Monday – Friday: 8am – 5:30pm and Saturday: 9am – 4:30pm. No appt.

**Directions:** Exit US-101 at E Blithedale/Tiburon Blvd and head east towards Tiburon. Turn left onto Blackfield Drive. The UPS Store is in the Cove Shopping Center.

The Department of Justice will notify us about your report. When your clearance comes through we will notify you and then you may start your volunteer assignment.

**MARIN COUNTY SCHOOL VOLUNTEERS**  
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