



Linda Vista Adventist Elementary School

“Where children grow closer to God while learning to master the world”

For the safety of our children, all volunteers, drivers, and chaperones must have a LiveScan background check. Previous background checks for employment, church, etc. do not qualify.

In addition to needing a background check, field trip drivers must complete an Insurance Verification form and provide proof of sufficient insurance. If you are driving your own child, proof of insurance is not required.

Instructions are as follows for **Live Scan**:

1. Complete applicant information on the Request for Live Scan Service form.
2. Make 2 copies of the completed Request for Live Scan Service form.
3. Take all copies to an authorized Live Scan Operator: for locations, please visit <http://oag.ca.gov/fingerprints/locations>. Locations are listed by county.
4. Bring one copy of the Request for Live Scan Service form (once your live scan is completed) to Linda Vista Adventist Elementary School. The Front Office will be receiving these documents.
5. Please call Nelly at 818.546.8456 or the school at 805-647-2220 for more information.

Instructions are as follows for **Proof of Insurance**:

1. Complete applicant information on the Insurance Verification Form and Volunteer Transportation Agreement.
2. Copy of Valid Driver's License, Copy of Insurance ID card showing effective dates of insurance coverage and Copy of Insurance Declaration page showing limits of Insurance.
3. Bring Application and the copies requested in the previous step to Linda Vista Adventist Elementary School. Front Office will also receive these documents.