

Division of Risk Management and Insurance Services



Fingerprinting Process for Public School District Vendors/Contractors

The Division of Risk Management and Insurance Services are only responsible for storing and managing the collection of the Fingerprint and Criminal Background Check **Certification forms** from all vendors/contractors.

The fingerprint process is controlled by the Dept. of Justice (DOJ)

Please review the following helpful hints regarding fingerprinting and background checks for vendors/contractors or review bulletin 3872.0.

- 1) Contact the Department of Justice (DOJ) or visit their website (<http://oag.ca.gov>)
 - a) The DOJ will mail a packet to the vendor to be completed and returned for processing.
You may also print packet from the website:
[SCHOOL CONTRACTOR APPLICATION FOR AUTHORIZATION](#)
 - 1) After submitting this application, if you have not received a response from the Department of Justice then contact the **DOJ's** to determine if your agency is authorized and ready for the next step.
 - The person to be designated as the Custodian of Records must complete the fingerprinting process first before any other employee.
 - The DOJ will assign an ORI# which should be provided to any approved live scan fingerprint operator.
 - The DOJ will notify the vendor's Custodian of Records, in writing, of the results.
 - b) If you are a multi-employee vendor, clearance information will be sent for each employee to the designated Custodian of Records.
 - 2) Once the clearance is received, the vendor/custodian of records must complete the LAUSD Fingerprint and Criminal Background Check Certification form and forward to the LAUSD sponsor (the school/office requesting the contractor/vendor) along with a list of employees who have been cleared by the DOJ, copying via email riskfinance@lausd.net.
 - 3) The school/office requesting the contractor/vendor ("SPONSOR") shall ensure that the contracting entity (CONTRACTOR") certifies in the Fingerprint and Criminal Background Check Certification form ("CERTIFICATION") that any employees who may come into contact with students are clear to work.
Please contact the Department of Justice for any additional questions regarding the fingerprinting process.

333 South Beaudry Avenue - 28th Floor, Los Angeles, CA 90017 -
riskfinance@lausd.net - Telephone: (213) 241-0329 Fax: (213) 241-8956 TTY: (213) 241-6882