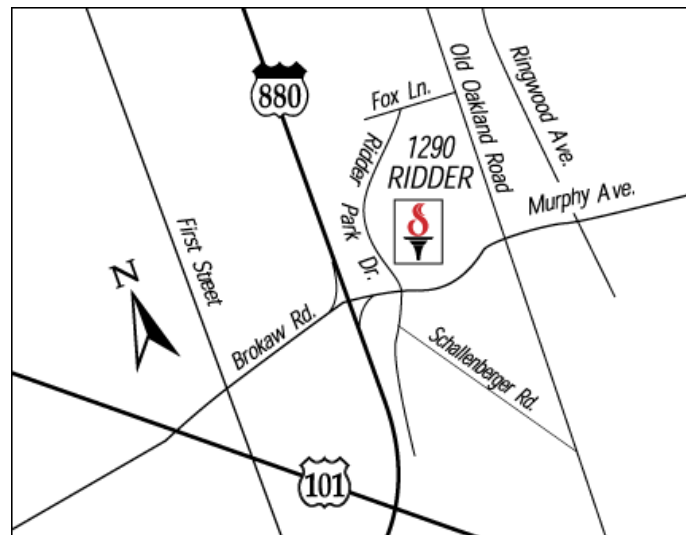


All volunteers, 18 years and older, must be fingerprinted by the Live Scan Fingerprint Services in order to work with children at Walden West Outdoor School **(you will not be able to volunteer without a Walden West fingerprint clearance even if you have been printed elsewhere)**. Your prints will take a few days to clear and may take up to two weeks, so please plan ahead! Please do not get printed just for the fun of it. We are charged up to \$85 for each person printed.

Steps to complete:

1. Download the [“Request for Live Scan Service Form”](#) from the “Cabin Leader Paperwork” section of our website under [“Forms and Publications.”](#)
2. We recommend you go to the [County Office of Education](#) (see below for location and map) for Live Scan Fingerprinting as you will not need to pay the processing fee (average \$25.00). For an appointment, contact Human Resources at 408-453-4305. Once you have an appointment, call us so that we know. The print department is open Tuesday – Friday from 10:00 am-3:00 pm.
3. [Click here](#) for additional Live Scan Fingerprint Service locations. Call ahead to schedule an appointment. You will be charged from \$15-\$35 for processing (fees vary by location).
4. Take the [Live Scan Service Form](#) with you to your appointment.
5. We will be contacted directly once you have cleared. Only after they clear may you volunteer. To check your status, email Rain at leigh_axelrod@sccoe.org.

Map and directions for your fingerprint appointment (Human Resources 2nd Floor):



The Santa Clara County Office of Education is located in San Jose just off I-880 at the northeast corner of Brokaw Road and Ridder Park Drive at 1290 Ridder Park.

From San Jose or points South: Take Highway 101 N (to San Francisco); exit at I-880 N (to Oakland). Travel 1.1 miles to the Brokaw Road exit. Turn right onto Brokaw. Move into the left lane. Turn left at the first cross-street onto Ridder Park Drive. Take the first right into the SCCOE parking lot.