



INSTRUCTIONS FOR REQUEST FOR LIVE SCAN SERVICE

A California Department of Justice (DOJ) background check is required for all 4-H Adult Volunteer applicants in order to protect and assure the safety of children in the Imperial County 4-H Youth Development Program.

To begin the process, you will need to make an appointment with one of the agencies listed below.

Live Scan Locations:

Southwest Security: 404 W. Heil Ave, El Centro
Contact: (760) 970-4500 Roll fee: \$25 (*Confirm fee when making appointment*)

ICOE: 1398 Sperber Road Bldg. B Suite B102.01, El Centro
Contact: (760) 312-6523 Roll fee: \$ (*Confirm fee when making appointment*)

Print 3 copies. Take the Request for Live Scan Service form and a photo ID with you to your appointment.

To become a New Adult Volunteer please do the following:

1. Complete the online 4-H Volunteer Interest Survey in English or Spanish:
https://docs.google.com/forms/d/e/1FAIpQLSeylsdVBnNSgHlITdThBHIQQsdtZ7A-qDF_v3CAFGwr4R_X4A/viewform
2. Complete the Live Scan Application
3. New Leader Volunteer Training Course - <https://campus.extension.org/>
4. Enroll online - <https://4h.zsuite.org/> and pay your club leader your volunteer registration fee for the 2025-2026 program year by November 3, 2025.

We appreciate your commitment to be a 4-H Leader, to assist children, and to keep them safe. If you have any questions, please call the 4-H Office at 442-265-7700.