



Fingerprinting Instructions

In accordance with Sunnyvale Girls Softball League (SGSL) policy, all managers, coaches, or any other adult volunteer who has direct contact with the players must be fingerprinted.

Once the volunteer has completed the fingerprinting process, the league will receive a criminal history summary and will continue to receive update notifications in the event of a future arrest or conviction as long as you remain active with SGSL. Upon permanent separation from the league, we will file a notice to the Department of Justice saying we are no longer interested in your criminal history at which time notification ceases. If you return as a league volunteer again a new Live Scan fingerprinting will be required.

SGSL utilizes the Live Scan fingerprinting services at the Sunnyvale Department of Public Safety located at 700 All America Way (across from the Library). This is a free service to non-profit organizations.

Fingerprinting hours are limited and are by appointment only. **For an appointment, call (408) 730-7101 during normal business hours, Monday -Friday 7:00 am–7:00 pm, or Saturday from 10:00 am to 5:00 pm.**

You must bring with you the completed Request for Live Scan form which is available on the SGSL website, <http://www.sunnyvalegirlssoftball.org/formsinfo.htm>.

