

## Spring 2025 Livescan/Background Checks

William S. Hart Baseball and Softball has established a system for background checks for Managers, Coaches, Directors, and League volunteers. All volunteers will be required to get an Electronic Fingerprint Submission performed using the California Department of Justice Live Scan system. As of the 2020 season, we also require submission to the FBI system for a national check. When Livescan clears the status of a volunteer, the League will issue an ID card that volunteers will be required to wear on the field at the Hart complex during games and/or practices. (Practices during Fall ball)

All managers, coaches, team moms, and volunteers will be required to be Livescanned for the Spring 2025 season.

If you have not previously processed through the Live Scan system, it will be required for the upcoming spring season. Directors on Duty and Umpires will be checking for ID cards beginning **February 22, 2025**. If you have previously cleared Live Scan you should have been issued an ID Card. Once you have cleared Live Scan there is no need to clear it again for the following seasons. You will only be issued a new card on request if your original card has been lost or damaged.

If you have been Livescanned for another agency, you will need to Livescan again with Hart. We do not have access to results from other agencies.

Softball managers and coaches are required to get the Live Scan check done in addition to the ASA required background check.

Procedures...

1. Print three copies of the 2025 Livescan Form found on our website.
2. Fill out the forms.
3. Take the forms to the Live Scan location of your choice.
4. Vendor will perform the service and keep one copy.
5. One copy is for you, one may be required to be submitted to Hart at a later date.  
(Do not provide Social Security Number on the copy to Hart).  
--Keep the Hart copy unless asked. Most clearances occur with two weeks. Once individual has cleared, we do not need the Hart copy. If there is a delay in obtaining a clearance, you will be asked for the copy for follow up to the DOJ.
6. Send a digital photo to our Director of Security, Paul Silveri, via email at [paul555@earthlink.net](mailto:paul555@earthlink.net). It can be in any form. An individual photo, group or family photo that can be cropped, or a good cell phone photo.
7. Once there is DOJ and FBI clearance, and photo received, the ID card will be printed and available for pickup in the canteen.

A list of available locations can be found at <https://oag.ca.gov/fingerprints/locations>

Some local vendors are listed below.

There is a charge that varies at each location.

California Fingerprinting Authority  
28130 AVE CROCKER SUITE 306  
SANTA CLARITA, CA 91355  
661-294-8325

Imprints for You  
27720 Avenue Scott, #210 Valencia, CA 91355  
*tel* 661-257-1611 *fax* 661-257-1381  
*e-mail* [mail@imprints4you.com](mailto:mail@imprints4you.com)

SCV Live Scan & Notary  
26707 Oak Ave , Ste A  
Santa Clarita Ca 91351  
661-259-2245  
M-F 9-5