

Quick reference guide to completing USC's Live Scan process*

All covered activity staff are required to successfully clear a Live Scan fingerprint-based background check as part of the screening process.



REVIEW INSTRUCTIONS

Review the instructions for completing USC's Live Scan Application Form. If participating in a covered activity, you'll get an email with instructions & a blank downloadable form.

FILL OUT YOUR USC LIVE SCAN APPLICATION FORM

When you receive your form, fill it out according to the instructions you receive, and then bring it with you when you get fingerprinted.



GET FINGERPRINTED

Take your completed USC Live Scan Application Form and the proper ID to an approved Live Scan location. For details on where to go, and what ID is acceptable, visit the [Screening page](#) on our website.

AWAIT RESULTS

USC's Human Resources team will receive the results within 1-2 weeks (sometimes longer), and update the status of each staff person in the registration portal (Ideal-Logic).



FINAL APPROVAL

You can track your own results in the registration portal. Covered activity administrators will receive notification of approval to start once all requirements - including staff Live Scans - have been met.

*This process applies to USC-sponsored or -affiliated covered activities only.

Learn more by visiting protectingminors.usc.edu