

# 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

[Click here](#) to review our instructions for completing the USC Live Scan Application Form.

## FILL OUT YOUR USC LIVE SCAN APPLICATION FORM

[Click here](#) to download our prepopulated form, fill it out according to the instructions above, 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, and update the status of each staff person in the covered activity's overall registration record.



## FINAL APPROVAL

Covered activity administrators will receive notification that a covered activity is approved to start once all staff Live Scans (and training) have been documented in the overall registration record.

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

Learn more by visiting [protectingminors.usc.edu](https://protectingminors.usc.edu)