



# Compact Service Corps Livescan Machine Request Form

**To schedule the Livescan machine, please complete the following information and email the form to Compact Service Corps Program at [csc@regis.edu](mailto:csc@regis.edu). Please enter one scheduling request per form.**

Coordinator Name (first and last)	
Campus Name	
Mail to Address <b>(NO P.O. Boxes)</b>	
Phone Number	
Email Address	
Number of Members needing fingerprinting for this request	
Date(s) requesting Livescan machine <i>*see guidelines below</i>	
If requesting for a longer period than guidelines indicate, state reason	

This is my first time using the livescan machine. I will need training.

### \*Scheduling Guidelines

**Requested dates are not guaranteed. Coordinators will receive a calendar scheduling request to confirm scheduled date(s).**

- If you have 30 Members or less for this request = 1-2 days
- If you have between 31-45 Members = 3 days
- If you have between 46-60 Members = 4 days
- If you have between 61-75 Members = 5 days
- If you have between 76-90 Members = 6 days