

## **Instructions for Applicants to the Marin County Public Schools Common List of Assembly Presenters**

The Marin County school districts have joined together by interagency agreement, designating the Marin County Office of Education to act on their behalf to perform the following:

1. Distribute applicant materials to persons interested in inclusion on the Countywide Assembly/Presenter list;
2. Receive Department of Justice (DOJ) reports of serious and violent felonies;
3. Review criminal history records and reports of subsequent arrest from the DOJ; and
4. Maintain a common list of persons eligible for inclusion on the Assembly/Presenter list.

As an applicant to this list, you are responsible to:

1. Contact the MCOE Personnel Department to obtain the "Request for Livescan Services" form (A0572);
2. Complete the Request form and take two copies along with your CA driver's license to your appointment.
3. Schedule your own LiveScan (fingerprinting) appointment at any LiveScan center; for a complete list of all agencies, by county, online go to:  
**<http://ag.state.ca.us.fingerprints/publications/contact.php>**
4. Pay the fees of \$52 - \$71 associated with LiveScan fingerprinting. Typically this includes \$32 to the California Department of Justice and a \$20 processing fee to the Marin County Sheriff ("rolling fee"). If you have not been a resident of California for at least a year, an additional FBI clearance for \$19 is required.

Note: Your name will not be included on the list of Assembly/Presenters if you have pending charges or a conviction for a serious or violent felony. In addition, district designees will be notified of and be provided the opportunity to review criminal history records and reports of subsequent arrest on a confidential basis.