

## Bright Futures Mentor/Volunteer- Health and Safety Requirements

The following are requirements for Bright Futures staff and volunteers who will be transporting youth. Some of these have associated fees. Please let us know if these expenses will create a hardship for you. We thank you for your interest in working with our youth.

### 1. Interview

After we receive your application, we will contact you to set up an interview.

Please provide the following in 2, 3, & 4:

### 2. Copy of California Driver’s License

### 3. Proof of auto insurance

We need a photocopy of the actual policy, not just the card you carry in your wallet. Most carriers have this information available online. A printout of your online policy statement will be sufficient to meet our requirements.

### 4. Proof of TB skin testing within the last 4 years

Staff and adult volunteers who have ongoing, regular and usual contact with youth in our Bright Futures program are required to show proof of a negative TB (tuberculosis) test.

The test requires two visits—one to apply the test and a second to read the results. The visits must be scheduled within a 48-72 hour window. If the test is not read in this timeframe, then the test needs to be repeated.

You are welcome to work with your own physician or health clinic, or you can use one of these below:

#### TB Testing Locations - Clinics Offering TB Tests

<p>Foothill Community Health Center 2880 Story Road San Jose, CA 95127 <b>(408) 729-9700</b></p> <p style="text-align: center;"><b>or</b></p> <p>2380 Montpelier Suite 200, San Jose, CA 95116 <b>(408) 254-1800</b></p> <ul style="list-style-type: none"> <li>• Hours: Monday –Friday 8:00am-11:00am; 1:00pm-3:00pm</li> <li>• Walk-in</li> <li>• Fee: \$35 (without insurance)</li> </ul>	<p>Santa Clara County Department of Public Health 976 Lenzen Avenue Room 1500B San Jose, CA 95126 <b>(408)792-5200</b></p> <ul style="list-style-type: none"> <li>• Hours: Mon, Tues, Wed, Fri: 8:30am-11:30am; 1:00pm-4:00pm</li> <li>• No testing on Thursdays</li> <li>• Walk-in</li> <li>• Accept cash or check only</li> <li>• Fee: \$20 (insurance not accepted)</li> </ul>
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## 5. **Fingerprinting**

For local fingerprint locations, visit:

<http://www.sjsu.edu/police/programs/livescan/index.htm>

<https://sheriff.livescan.sccsheriff.org/sfpnew/FingerPrintApplication.jsp>

<http://ag.ca.gov/fingerprints/publications/contact.php#santaclara>

Fingerprinting varies in price (SJSU- rolling fee: \$20 payable at time of fingerprinting), location and convenience, depending on the provider. You may use any site you choose and below are a few that we recommend. Please let us know about your experience so we can continue to improve our process.

**San Jose State University Campus Police** is one of the easiest places – University Police Department (UPD) is located at 377 S. 7th Street - on the corner of S. 7th Street and E. San Salvador Street in downtown San Jose.

20 minute parking is available on the street in front of the UPD Building and inside the South Parking Garage located next to the UPD Building (use far left lane when entering garage). Ask for parking instructions when checking in at the UPD lobby. Please note unauthorized vehicles parked over 20 minutes may be cited.

You may make an appointment by calling the [UPD Records Office](#) at 408-924-2172. LiveScan services are available from **8 a.m. to 11:45 a.m.** and **1 p.m. to 4 p.m.** Monday through Friday.

Walk-ins are welcome on a first come first served basis. Scheduled appointments are given first priority and then walk-ins if time permits.

You will also need to bring photo ID (such as a driver's license or passport) and two copies of the [Request for Live Scan form](#) with you to the appointment.

**Santa Clara County Sheriff:** If you make an appointment with the Sheriff's office, you will need to print out the schedule with the date, time and schedule code.

**Security Code 3** (private security co.) \$28 rolling fee (669) 400-4903 [www.securitycode3.com](http://www.securitycode3.com)  
1735 North First St., #104, San Jose CA 95112 (users report very easy in-and-out service)

A copy of the **Request for Live Scan** form pre-filled with CTC/Bright Future's information is available from the [Bright Futures web site](#). Please download it and fill in your personal information. Take two copies of the form with you to the LiveScan. Please be sure that the following information is on the form:

Name/Date of Birth/Sex/Height/Weight/Eye & Hair Color /Birth Place/Social Security Number/Driver's License Number/Home Address

**ORI:** AD277            **Type of Application:** Volunteer

**Job Title:** Volunteer

**Agency:** Center for Training & Careers (CTC)      **Mail Code:** 14344

**Address:** 749 Story Rd Suite 10, San Jose, CA 95122

**Contact Name:** Lori Ehrlich

**Contact Telephone:** 408 3251-3165 x 23

**Billing Number:** 150642 (Agency Billing Number)

**Be sure to select BOTH DOJ & FBI for level of service**

If you have any questions or concerns about these documents or processes, please contact Hilda Morales Lucio at 408-393-2204