



Certified Adult Volunteer California Requirements

New Certified Adult Volunteer Applicants

For any new adult wishing to become a Certified Adult Volunteer, the following items must be completed and sent to the Supreme Office at the time of your application. The office will not be able to process your application if any item is missing.

- ∇ CAV Training class (register at <https://jobsdaughtersint.corsizio.com/>)
- ∇ CA Mandated Reporter training – two-hour class (send copy of certificate to the Supreme Office at office@jdint.org)
 - You can find the class here: <https://mandatedreporterca.com/training/volunteers>
- ∇ CA Live Scan Fingerprinting (must complete on your own) – please send a copy of your “Request for Live Scan” form to the Supreme Office (office@jdint.org) when completed.
- ∇ [CalVECHS Waiver Agreement](#) (please send a copy of your signed agreement to the Supreme Office (office@jdint.org) when completed).
- ∇ Certified Adult Volunteer Application (completed at cav.jdint.org)
- ∇ \$60 Application fee (submitted with online application at cav.jdint.org)
- ∇ Background screening submitted to JDI

Certified Adult Volunteer Renewals

For any adult wishing to continue to remain a Certified Adult Volunteer, the following items must be completed.

- ∇ CA Mandated Reporter training – two-hour class (certificate submitted to Supreme Office) – this must be completed every two years
 - You can find the class here: <https://mandatedreporterca.com/training/volunteers>
- ∇ Certified Adult Renewal Volunteer Application
- ∇ \$32 Renewal fee (submitted with online renewal at cav.jdint.org).

Questions about these requirements for JDI should be directed to the Supreme Office (office@jdint.org).

Request for Live Scan Service Instructions

To complete the Request for Live Scan service form, please read the following instructions:

Form BCIA 8016 "Request for Live Scan Service" is the standard form for authorized applicant agencies requesting live scan service. Below you will find an example of the form filled out for a JDI Certified Adult Volunteer.

An important note: An applicant's fingerprints will be retained by the DOJ and the FBI, and will be searched against other fingerprints on file, including latent fingerprints.

A few things to note for the form:

Applicant Submission:

- ∇ At the top of the form, you will need to enter JDI's Originating Agency Identifier (ORI) which is **AT903**. The ORI is the number assigned to JDI by the CA DOJ. **This must be on the form in order for JDI to receive the results of the live scan.**
- ∇ The Applicant type is **Volunteer/11105.3 PC 97077**
- ∇ Type of License/Certification/Permit is **Volunteer** – this is the reason for the fingerprinting.

Contributing Agency Information:

- ∇ This section is for JDI's information. Please use the address for the Supreme Office:
233 W 6th Street
Papillion, NE 68046
Phone: 402-592-7987
- ∇ JDI's mail code is **27572**. Like the ORI, this code **MUST** be included on the form or the results may not be sent to JDI. Please also be sure to put the correct number or the results may go to the wrong agency.
- ∇ JDI's Custodian of Records is **Katrina Sieler**, Executive Manager. This is the name that **MUST** be on the form. Do not put any other contact name in this spot.

Applicant Information:

- ∇ This section is for your own information. Please be sure this information is accurate.
- ∇ **Billing Number** – please put N/A for this. JDI does not have a billing number issued by the DOJ.
- ∇ **Misc. Number/Your Number** – you can leave these boxes blank
- ∇ **Level of Service** – please select **FBI & DOJ**

Employer:

- ∇ You can leave this section blank – it does not apply to the live scan for JDI.

For a list of live scan locations please visit <https://oag.ca.gov/fingerprints/locations>.