



## Volunteer Paperwork Checklist

Below please find a list of all the items that you are required to submit in order successfully complete training. If you have any questions about these items, please email program assistant at [programassistant@casaofsantacruz.org](mailto:programassistant@casaofsantacruz.org) or call the office at (831) 761-2956.

### TO BE COMPLETED AS SOON AS POSSIBLE:

- Driver's License**
  - o Please provide a copy of your driver's license.
- Fingerprints**
  - o Our go-to fingerprint agency is Santa Cruz Live Scan – check them out at [www.santacruzivescan.com](http://www.santacruzivescan.com) or make an appointment by calling the office at (831)621-5041. They are mobile and will meet you wherever you are in the community, at no extra charge!
    - Click here for a list of other places to get your fingerprints done.
  - o You must bring the attached Live Scan form with you to your appointment.
  - o The cost is generally \$92 – CASA has partial or full scholarships available if needed.
- Contact information for your three references (email is best)**
  - o You should have provided these on your application. If you think you might have forgotten any information for them or you need to update someone, email Lenore.
  - o Your references should fit the following qualifications:
    - One is a recent employer, one is a personal reference, and one is someone who has seen you interact with children.
- DMV Printout**
  - o A current copy of your driving record – ask at the DMV for the record that covers the last 10 years.
  - o The cost is \$5 and it is much easier to complete this by making an appointment in advance. To make an appointment at the either the Capitola or Watsonville DMV, [click HERE](#).
    - Appointments on the website are usually for 3 weeks in advance, the sooner you make it, the better.

### TO BE COMPLETED ONCE TRAINING HAS BEGUN:

- Proof of current car insurance (copy of insurance card)
- Complete and sign Advocate Background Check Authorization Form (attached)
- Sign last page of Advocate Handbook (provided in training)

To submit these items, you can scan or photograph and email them to Program Assistant at [programassistant@casaofsantacruz.org](mailto:programassistant@casaofsantacruz.org), fax them to the office at (831) 761-2913 or mail them to:

CASA of Santa Cruz County  
Attn: Program Assistant  
813 Freedom Blvd  
Watsonville, CA 95076