Dear (INSERT REGION) (INSERT AUDIENCE),

We hope this finds you safe and well. As of January 1st, of this year, all ***regular volunteers, which includes coaches, referees, team parents, and board members****,* in California **MUST**have a one-time background check as approved by the California Department of Justice to exclude individuals with a history of child abuse. This form of background check requires live scan fingerprinting.

To help streamline the process, AYSO has partnered with **ApplicantServices.com**. Through this process, the cost has been reduced to $25 per volunteer at a Live Scan Service Center (UPS Stores). ***Please understand that this specific process has been negotiated specifically for AYSO, so you will need to register via the link provided below to receive this cost discount and to ensure the information is sent to AYSO directly from the California Department of Justice.***

**Link to Register:**[**https://www.ApplicantServices.com/AYSO**](https://www.ApplicantServices.com/AYSO)

**Once you reach this page, please follow the steps below to register:**

1. Please choose Service Center.
2. Input email address for email validation
	1. Input validation code received in email
3. Input Personal Information
	1. Use LEGAL NAME, must match Government Issued ID
	2. ID will be checked at Scan site
4. Choose Location
	1. Select a time
5. Watch instructional video
	1. Review privacy notice
6. Make payment
7. Print form
8. Attend appointment
	1. Bring printed form
	2. Government issued ID

**Please note that Livescans are not transferrable from another organization**, so you need to perform this process for each applicable organization you volunteer with, but the good news is that this is a one-time requirement.

For more information and FAQs, please visit: <https://aysovolunteers.org/california-ab-506-background-check-livescan-policy-for-ca-volunteers/>

**OPTIONAL LINE:** If you would like to be reimbursed, please submit your $25 receipt to (INSERT CONTACT).

We thank you in advance for your cooperation and if you have any questions, you can email (INSERT EMAIL).

Best,