



# MEMO

To: Prospective New Hires  
From: Gianna Tran  
Date: 01/01/2019  
Re: Live Scan Finger Printing and Tuberculosis Testing

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Your employment is contingent upon satisfactory completion of a background check and negative Tuberculosis test result. Please see the instruction below to complete your live scan fingerprint and Tuberculosis test.

## Live Scan Fingerprint

1. Select one location on the attached list.
2. Call to verify the fee and make an appointment.
3. Complete the “Request for Live Scan Service” form.
4. Give the form to the operator at the live scan agency.
5. Get a receipt after you are done.
6. EBAYC will notify you of your clearance status once it is available.

## Tuberculosis Test

1. Set up an appointment with your own health care provider and request for a Tuberculosis test. Alternatively, you can submit an existing test result if it was issued in the last three years.
2. Mail, email, or drop off the test result in Gianna Tran’s mailbox.