



MEMO

To: Prospective New Hires

From: Darling Mieu

Date: 11/5/2024

Re: Live Scan Fingerprinting and Tuberculosis Testing

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 from the [Live Scan Location Database](#).
2. Call to verify the fee and make an appointment.
3. Complete the "Request for Live Scan Service" form attached.
4. Give the form to the operator at the live scan agency.
5. Get a receipt after you are done for your records.
6. Notify Darling via email upon completion of Live Scans
7. 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. Email (darling@ebayc.org) or drop off the test result in Darling Mieu's mailbox located at EBAYC main office: 2025 E 12th Street, Oakland, CA 94606.