



City of Los Angeles Department of Recreation and Parks VOLUNTEER APPLICATION GUIDE

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Thank you for your interest in volunteering with the City of Los Angeles, Department of Recreation and Parks (RAP). All Volunteer Program applicants must complete an application and live scan fingerprinting.

STEP 1: Complete a Volunteer Application.

Scan the QR code above to visit www.laparks.org/volunteerapp, to complete and submit your volunteer application. Upon submission, the application system automatically sends the email address you provided a confirmation email, including live scan fingerprinting instructions. If you do not receive an application confirmation email, please contact laparks.volunteer@lacity.org, requesting help checking on your submission.

STEP 2: Complete Live Scan Fingerprinting.

Check your application confirmation email, from Step 1, for a 'RAP Live Scan Appointment Guide' and a 'Request for Live Scan Service' form. Schedule a live scan appointment and bring your completed Request for Live Scan Service form, with one of the following primary forms of identification. A primary form of ID must be the original document. A copy or image is not acceptable.

Common Acceptable Forms of Unexpired Identification Documentation*

- State-Issued Driver's License
- State-Issued Identification Card, if card standards are the same for the Driver's License
- U.S. Passport
- U.S. Passport Card
- USCIS – Permanent Resident Card (I-551)
- For Ages 14 to 17: A School Photo ID, plus a Birth Certificate or Social Security Card

**A complete list of acceptable forms of identification for live scan is located on the reverse.*

STEP 3: Once cleared by RAP Human Resources, staff at the Recreation and Parks facility/program you are volunteering with will let you know.

Thank you for volunteering!

Live Scan Information for Recreation and Parks Volunteering

The California Department of Justice requires live scan operators accept only legible, valid identification, ensuring:

- The personal descriptor information (name, gender, date of birth, etc.) matches the information provided on the Request for Live Scan Service form.
- Any ID with an expiration date cannot be expired.
- Any ID photograph reasonably resembles the applicant's physical appearance.

Live Scan for Minors (Age 17 and Under)

- Minors must be accompanied by an adult during their entire appointment.
- For identity verification, minors may provide a primary form of ID (State ID, Passport, etc.) or two secondary forms of ID (Birth Certificate, Social Security Card, School ID or Report Card, etc.). One of the forms of ID must be a valid photo ID. Minors do not need to provide supporting documentation. See below for all acceptable types of primary and secondary ID documentation.

Acceptable Forms of Identification Documentation

Please bring at least one of the following primary forms of identification to your live scan appointment. A primary form of ID must be the original document. **A copy or image is not acceptable.**

- State-Issued Driver's License
- State-Issued Identification Card, if card standards are the same for the Driver's License
- U.S. Passport
- U.S. Passport Card
- Uniformed Services Identification Card
- USCIS – Permanent Resident Card (I-551)
- USCIS – Employment Authorization Card (I-766)
- U.S. Coast Guard Merchant Mariner Card
- Foreign Passport with Appropriate Document(s) (ex: USA Form I-94, USA Tourist Visa, etc.)

In the absence of a primary form of identification, an applicant shall provide at least two of the following forms of secondary identification AND at least two additional forms of the supporting documentation that follows. One form of secondary identification presented must be a valid photo ID.

- State Government Issued Certificate of Birth
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/ Divorce
- Marriage Certificate (Government Certificate Issued)
- U.S. Government Issued Consular Report of Birth Abroad
- School ID or Report Card
- Certificate of Citizenship (N560) or Replacement Certificate of Citizenship (N-561)
- Certificate of Naturalization (N550) or Replacement Certificate of Naturalization (N-570)

Supporting Documentation for Secondary Forms of Identification

- Utility or Phone or Internet Bill
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address (financial information can be redacted by the applicant)
- Jurisdictional Public Assistance Card