



HOW-TO COMPLETE VOLUNTEER CLEARANCE

TUBERCULOSIS SCREENING

All volunteers are required to provide proof that they are negative for Tuberculosis (TB). TB clearance is valid for 4 years. There are different options to complete this requirement depending upon your work, travel, and vaccine history:



OPTION #1: RISK ASSESSMENT

A healthcare provider asks you a series of questions to assess whether you are “at risk” of TB.

- **PASS:** If you answer “no” to all of their questions, you pass. Upload the signed document through the email link from osv@oaklandfund.org.
- **FAIL:** If you answer “yes” to any of the questions, you must use “Option #2: Skin Test” instead.

OPTION #2: SKIN TEST

Make an appointment with a licensed health care provider to receive an intradermal injection of the TB serum. Return to the provider 48-72 hours later to have the results read. **ELIGIBILITY:**

- If you have been vaccinated against TB, you are not eligible for this option.
- Required if you have been to a high TB country for more than 1 month, had contact TB, or are a current/former resident/employee of a correctional facility, care facility, hospital, or shelter.

If you do not qualify for the “Risk Assessment” or the “Skin Test”:

Make an appointment with a licensed healthcare provider to complete a chest X-Ray or blood test. This is required if you have had TB in the past or show signs or symptoms of TB or have had a vaccine that causes a skin test to show a false-positive result.

Recommended TB Clearance Locations:

Schedule an appointment with your regular healthcare provider, or, you visit these free clinics. Please call providers ahead of time to verify services, cost, and times as information is subject to change.

Location	Address	Phone	Hours	Fee
Berkeley Free Clinic	2339 Durant Ave. Berkeley	(510) 548-2570	By appointment only. Call at 5:30 pm for appointments.	None
Prescott-Joseph Center	920 Peralta St. West Oakland	(510) 835-8683	Skin test on 2nd Mon 1-3 pm. Readings on 2nd Wed.	None

LIVE SCAN FINGERPRINT CLEARANCE

Live Scan is a digital fingerprinting process that securely transmits an applicant's fingerprints to the DOJ/FBI, which performs a criminal history background check. Results are securely returned to the Oakland Ed Fund within 2 - 14 business days.



Fingerprint clearance is required for:

- All ongoing and/or unsupervised [community volunteers](#)
- Any [parent/guardian](#) to volunteer without being supervised by an OUSD employee (*Examples of unsupervised volunteering include driving students in your car for a field trip, chaperoning an overnight field trip, or tutoring students one-on-one.*)

STEP 1: Obtain a Physical Copy of the Request Form

- We emailed this to you from osv@oaklandedfund.org when you first applied to become a volunteer. Additional forms available here: www.oaklandedfund.org/parent-volunteers/

STEP 2: Fill Out the “Application Information” Section

- The “Billing #” and “Misc. #” are left blank. Listing your social security # is optional.

STEP 3: Visit a Live Scan Provider

- A full list of accepted locations is available: <https://oag.ca.gov/fingerprints/locations>.
- We recommend that you do **NOT** visit the UPS

STEP 4: Visit the Technician In-Person to Roll Your Prints

- Bring your “Request for Live Scan Services” form as well as a **photo ID** issued by the U.S. gov

There is a **\$35.00 fee** to complete a live scan fingerprinting test. If this cost is a barrier to you, please email osv@oaklandedfund.org to request access to our **financial aid scholarship** program. Scholarships are provided once Tuberculosis clearance is submitted.

Recommended Fingerprinting Locations:

Location	Address	Phone	Hours	Fee
Loss Prevention Group	524 7th St. Oakland	(510) 836-6011	Walk-ins welcome, 9 am - 5 pm Weekdays only	\$35.00
Rēdtomatoēs Mobile Notary	610 16th St. #321 Oakland	(510) 847-4828	Walk-ins welcome, 10 am - 5 pm Monday - Sunday	\$35.00