

**DIOCESE OF SACRAMENTO – SAFE ENVIRONMENT**

**TERMINATION OF LIVSCAN (FINGERPRINT DATABASE)**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

Your records maintained in the Livescan Database will be terminated on your day of separation.

If you are still going to be employed or volunteering within the Diocese of Sacramento please contact the Safe Environment Department immediately to discuss potential options of keeping your clearance active. Failure to contact the Safe Environment Department will result with you being terminated from the data base.

Once you are terminated from the Livescan Database you will have to undergo the fingerprint process again before working or volunteering at a site within the Sacramento Diocese.

If you have any questions about the Livescan Database or Livescan process, please contact the Safe Environment Department at 916-733-0237.