

# NPPB LiveScan Frequently Asked Questions (FAQs)

## Who is required to complete a LiveScan?

All board members, officials, managers, coaches, umpires, and volunteers who have direct contact with minors are required to complete a LiveScan background check. Under California's Youth Protection Law (AB 506), any volunteer aged 18 or older who has direct contact with or supervision of children for more than 16 hours per month or 32 hours per year must complete a fingerprint-based background check and child abuse and neglect reporting training.

## What is the purpose of the LiveScan?

The purpose of the LiveScan background check is to ensure the safety of all players and protect the integrity of the organization. It verifies that all individuals working with children have been cleared through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

## How is the process tracked?

The NPPB Board Secretary will receive and maintain confirmation of background check results. Results will be compiled by division and shared with the Division Directors to confirm compliance and follow up as needed. Sensitive personal information (such as fingerprint or criminal history data) will not be shared publicly and will be handled in accordance with privacy and confidentiality laws.

## When must the LiveScan be completed?

All required individuals must complete their LiveScan before team drafts begin. A new LiveScan and certification must be renewed every 5 years prior to the start of each season. All other certifications such as background checks and concussion training are done annually.

## What if I've already completed a LiveScan for another youth organization?

LiveScan results cannot be transferred between organizations. Each organization is assigned its own unique DOJ authorization code, which restricts the sharing of background information. Therefore, even if you have completed a LiveScan for another league, school, or youth program, you must complete a new LiveScan specifically for NPPB.

## Where do I go for LiveScan fingerprinting?

You can complete your LiveScan at any authorized LiveScan location. A list of approved sites can be found at: <https://oag.ca.gov/fingerprints/locations>. Scroll down to Ventura County. Please bring the [NPPB LiveScan Request Form](#), a valid photo ID, and any applicable payment (if not covered by the league).

## What do I need to bring?

- A completed [LiveScan request form \(provided by NPPB\)](#)
- A valid government-issued photo ID (driver's license, passport, etc.)
- Payment if required (some locations charge a rolling fee)

## How long does it take to process?

Most LiveScan results are returned within 3–7 business days, though processing times may vary depending on the DOJ and FBI. Please email [secretary@nppb.org](mailto:secretary@nppb.org) once you have completed the Live Scan. You will be notified by the league once your clearance is confirmed.

### Who has access to my background information?

Only the NPPB Board Secretary (or designated compliance officer) will receive and manage the clearance information. The league will only receive confirmation of “clear” or “not clear” status — not specific details of your background. All information is kept confidential and used solely for volunteer eligibility verification.

### Who can I contact with questions?

If you have questions about the LiveScan process, please contact:

**NPPB Board Administrator**

[info@nppb.org](mailto:info@nppb.org)