



Steps for New Officials

9/13/13

1. Print out and complete the following forms:

- [Availability Form](#)
- [Referee contract and Payment Designation Form](#)
 - **Please remember to attach a voided check to the “Referee contract” (If electing Direct Deposit to checking acct.)**

The above completed forms should be submitted by email, fax or postal mail to:

SVNJB
85 Saratoga Ave Suite 111
Santa Clara, CA 95051
408.260-0112 fax
408.260-0100 office
email: referee-doc-submit@siliconvalleynjb.com

2. Register with [ArbiterSports](#) (the link is also located on the main Referee homepage “Registration ArbiterSports”)
3. Check your email for confirmation of registration and follow the instructions to log onto the website.
Log into your account using (ID# 106248)
4. For Referee Registration Fees select the link on the left side of the Referee homepage titled “[Program Fee & Pay Structure](#)”
5. L1 (Live Scan) Fingerprinting process info:
 - Fingerprinting will no longer be accepted by the Sheriff's Department
 - Only L1 (Live Scan) fingerprinting processing will be accepted
 - Fingerprinting can be done at a Referee or Coaches Clinic – see Home Page

- Fingerprinting can be done at an L1 office - [Click here](#) to download the Request for Live Scan Service form.

Be sure to keep your Live Scan service receipt. You will need to provide a copy to the SVNJB office.

Welcome and don't forget to review the additional information on the home page!

*Fingerprinting is not a necessary step for young adults under the age of 18yrs