

University of California, Santa Barbara
Fingerprinting Process

Off Campus

As a condition of employment, any employee in a critical position must be fingerprinted and pass the background check.

1. Department fills out a Fingerprint Authorization Form (Form A) for the applicant/employee who will be fingerprinted.
2. Applicant/employee makes an appointment with a Live Scan office:

Santa Barbara Sheriff's Department
4434 Calle Real
(805) 681-4357
www.sbsheriff.org
Cost: \$7.00 – Cash Only
Hours: Monday -- Friday 8:30a.m. – 4:30p.m.
(By appointment only)

Santa Barbara Police Department
213 E. Figueroa Street
(805) 897-2355
Cost: \$10.00 – Cash only
Hours: Monday – Friday 8:00 -11:00AM and 1:00-4:00PM
(By appointment only)

3. Applicant/employee comes to the Human Resources department (3101 SAASB), and fills out a Background Check Form (Form B) and an Authorization to Release Information Form (Form C). H.R. gives the applicant/employee a Request for Live Scan Service form.
4. Applicant/employee goes to Live Scan appointment and brings: Request for Live Scan form, payment, and appropriate identification (California Driver's License, California Identification Card or U.S. Passport. UCSB Access cards will not be accepted.).

At end of appointment applicant/employee asks for two copies of completed Request for Live Scan service form.

5. Applicant/employee brings the first copy of the Request for Live Scan Service form to their department, and the second copy of the form to Human Resources.
6. Employment generally receives the DOJ background check information 3- 7 business days.
7. Human Resources Employment staff will notify the hiring department of the job-related results. If you have any questions, please contact Employment at x3482.

Criminal Convictions

1. Only criminal convictions will be considered in determining an applicant's suitability for employment. Detention and/or arrest without conviction do not constitute valid grounds for employment decisions and cannot play a part in the decision-making process.
 2. In determining an applicant's suitability for employment where the applicant has criminal convictions on his/her record, consideration will be given to the specific duties of the position, the number of offenses and circumstances of each, the age of the conviction(s) and the accuracy of the explanation on the application.
 3. In instances where information is obtained that may result in a release from employment, or if there has been falsification of information submitted on University application materials that may be grounds for disqualification or separation, Employment will provide guidance and a recommendation to the hiring department.
 4. If a completed background check regarding a current University employee reveals adverse information which may result in a denial for a promotion or transfer, or if there has been falsification of information submitted on University application materials that may be grounds for disqualification or separation. Employment will provide guidance and a recommendation to the hiring department.
 5. Human Resources will serve as the "Office of Record" for background check results.
- Dispute Information

If a candidate disputes the accuracy of any information obtained in a background check (including criminal records) he/she should be referred to the agency that provided the information and, if applicable, his/her collective bargaining agreement. Such dispute will not necessarily impact the hiring process.