

University of California, Santa Barbara
Fingerprinting Process
Applicant/Employee Information

1. Applicant/employee brings the completed Fingerprint Authorization form and appropriate identification to Human Resources Employment located at 3101 SAASB. Appropriate identification is either a California Driver's License, California Identification Card or U.S. Passport. *UCSB Access cards will not be accepted.*
2. **As a condition of employment, the applicant for a critical position must be fingerprinted and pass the background check. Applicants must report to Human Resources within 5 days of start date.**
3. Applicant/employee completes the Background Check Form and Authorization to Release Information. Employment verifies applicant identity and signs as a witness.
4. Applicant receives a Live Scan form and takes completed form with payment to either:

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)

5. Applicant needs to bring the "Second Copy" of the Live Scan form back 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 x3166.

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.