

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

**On 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. Under "Payment" section department must check box next to "If prints taken at the UCSB Police Dept., ok to recharge \$24 "Rolling" Fee?"
2. Applicant/employee makes a Live Scan appointment with the UCPD by calling x-5076.
3. Applicant/employee brings the completed Fingerprint Authorization form, Background Check form, Authorization to Release Information form, and appropriate identification to the UC Police Department located at Building 300 on the campus of The University of California, Santa Barbara. Appropriate identification is a California Driver's License, California Identification Card or U.S. Passport. *UCSB Access cards will not be accepted.*  
  
UC Police Department, Building 300  
University of California, Santa Barbara  
Santa Barbara, CA 93106  
(805) 893-5076  
**Cost: \$24.00** – Cash or Check, or may be recharged to employee's dept.  
Please call for Appointment and/or Walk-In Hours
4. H.R. Employment generally receives the DOJ background check information 3-7 business days following the appointment.
5. Human Resources Employment staff will notify the hiring department of the job-related results.

If you have any questions, please contact Employment at x-3482

### **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.