

University of California, Santa Barbara Fingerprint Authorization Form (Submit to Human Resources)

Note: Applicants must bring Identification such as a driver's license or passport for verification of identity.

Name of Employee to be Fingerprinted		Date of Birth	Employee ID#
JOB # (if openly recruited)	Start Date		Volunteer?
Department Name	Payroll Title/Working Title		Title Code
Name of Supervisor			Supervisor's Extension

1. Purpose of Background Check:

Is fingerprinting being performed for the purpose of **reclassification**? Yes No

2. Services Requested:

DOJ (\$32.00) DOJ and FBI LiveScan (\$51.00)

Note: A California DOJ LiveScan is required for all employees in critical positions. Human Resources also requests that departments perform a FBI LiveScan for all career employees and for those other employees (i.e. contract, limited, and casual restricted) who have lived outside the state of California.

3. Payment Information:

Note: If this is a staff position in which successful completion of a background check is a condition of continued employment, departments are responsible for covering the cost of fingerprinting.

Will employee be reimbursed for the cost of fingerprinting? Yes No

If prints taken at the UCSB Police Dept., ok to recharge \$24 "Rolling" Fee? Yes No

By signing, below you are agreeing to authorize the above employee to be fingerprinted as part of the background check process.

Department Code (e.g. CHEM)	Account Number (Loc-Account-Fund-Sub) or BARC, to be recharged:	
Authorized Signature	Print Name	Date
Title		Extension

4. Contact Information:

Department Contact for Results	Extension
Department Contact Email Address	

Employment/Background Checks/Fingerprint Authorization Form