

Departmental Procedure for Fingerprinting request

After conditional offer has been accepted, Hiring Department will fill out the HR Staffing Background Cover Sheet (**check** either Fingerprint Request **OR** Fingerprint Clearance Card Validation). This form can be found at: <http://www.asu.edu/hr/backgroundcheck.html> under forms.

Request: Fingerprinting

- 1) Hiring Department to provide the following information on the form:
 - a) List “Requested by” contact information
 - b) Cost Center Account for billing
 - c) Request candidate complete the Consent and Disclosure form
 - d) List “Person authorized to receive results” contact information
 - e) Instruct the finalist to **call the Human Resources Employee Service Center (480-965-2701) to schedule a fingerprinting appointment at the** Office of Human Resources in USB.
 - f) Fax Cover Sheet **and** Consent and Disclosure forms to 480-727-8350, **mail originals** to HR Recruitment and Selection
- 2) Finalist will complete the fingerprint card
- 3) An HR Representative will roll the finalist fingerprints
 - a) HR Representative will request to view valid photo ID to confirm identity
 - b) Charge for rolling fingerprints is \$7 per card
- 4) HR Staffing completes the Applicant Fingerprint Card Inventory Sheet; with the applicants name and date of birth.
- 5) Fingerprint cards, Inventory Sheet and proper payment (\$24 per card) are sent to AZ DPS by an ASU courier for processing
- 6) Once completed, results are held at “will call” in DPS, and picked up by an ASU courier and delivered to HR Staffing
- 7) HR Staffing reviews results and notifies department
- 8) Fingerprint card is shredded
- 9) Departments will be charged on a monthly basis for all services rendered

Request: Fingerprint Clearance Card Validation

- 1) Hiring Department to provide the following information on the form:
 - a) List “Requested by” contact information
 - b) List “Person authorized to receive results” contact information
- 2) Fax Cover Sheet, front and back copy of the candidate’s Fingerprint Clearance Card to HR Recruitment & Selection at 480-727-8350
- 3) HR Specialist Sr. will call DPS for validation
- 4) HR Specialist Sr. will notify department of results
- 5) No Charge for this service

Please call Socorro Meek at 480-965-4115 with additional questions.