

Recruitment & Selection

Instructions to Request Fingerprinting Fingerprint process

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Instructions to request Fingerprinting

Step 1: Form

Fill out and submit HR Background cover sheet and consent forms

(*select Background Screen Packet Options*):

Located at www.asu.edu/hr/backgroundcheck.html (Forms Column)

Step 2: Background Screening Packet Options

Consent forms - choose the Background Screening Packet that applies to the services requesting, from the options below:

- Background Screening Packet 1
(Fingerprinting only)
 - Packet includes:
 1. Summary of Rights according to FCRA (*Candidate to keep for their records, do not submit to HR*)
 2. Consent and Disclosure Form

- Background Screening Packet 2
(Employment and/or Education Verifications IN ADDITION TO Fingerprinting)
 - Packet includes:
 1. Summary of Rights according to FCRA (*Candidate to keep for their records, do not submit to HR*)
 2. Consent and Disclosure Form
 3. Pre-Employment Inquiry Form
 - a. **ATTACH** copy of candidate's resume

Step 3: Scheduling a Fingerprint appointment

Department and/or Candidate will call 480-965-2701 to schedule a fingerprint appointment. Candidates that are unable to setup an appointment within the HR Employee Service Center (ESC) schedule of M-F 10am-11am and/or 3pm-4pm, will be directed to contact Socorro Meek at 480-965-4115 to setup an alternative appointment.

Department and/or Candidate to provide the following information:

- a. Department Name
- b. Contact Name (HR Person or BOM)
- c. If fingerprinting is due to PCARD
- d. Agency org to charge for fingerprinting

Step 4: Fingerprint session

- 1) Candidate arrives at University Services Building (USB) / Lot 45 (metered lot - \$1 per hr)
 - a. If candidate is a NO SHOW, Socorro Meek will contact department to verify if fingerprinting is still required. If fingerprinting is required, then will ask that candidate be contacted to reschedule appointment
- 2) Check in at the HR Employee Service Center (ESC)
- 3) Candidate will fill out the following documents:
 - a. Consent and Disclosure form
 - b. Fingerprint Card
- 4) Present picture ID
- 5) **Candidate will be ID'd** by HR personnel performing the fingerprinting. If picture ID is not available, candidate will be asked to reschedule, when candidate can present picture ID.
- 6) Candidate is fingerprinted

Fingerprint process

Step 1: Processing

- 1) Fingerprint Card/Consent and Disclosure form(s) will be forwarded to Socorro Meek/R&S
- 2) Inventory Sheet/Fingerprint Cards/Pre-payment Check are sent to AZ DPS for processing
- 3) AZ DPS returns Fingerprint Cards and results to Socorro Meek/R&S
- 4) HR Recruitment & Selection will review results and send an email notification confirming results and any further action, if required.
 - a. Example: "Results have returned and are clear. No further action is required"
- 5) Hiring Department
 - a. can continue with hiring process, OR
 - b. if potentially disqualifying information is received, HR Recruitment & Selection will forward to the designated HR Partner for further review and discussion with hiring manager
 - i. Pre-Adverse letter can be located at:
<http://www.asu.edu/hr/backgroundcheck.html> - Fingerprint Check (Letters) column
- 6) if fingerprints are unreadable, HR will notify candidate/department that "REPRINTING" is required and will need to setup another fingerprint appointment
 - a. there is no charge to the department for "reprints"
 - b. if "reprints" come back as unreadable a second time, HR will submit a NAME SEARCH request, to AZ DPS that will be processed through the FBI (go to step 4)

Step 2: Fingerprint Clearance Card (FPCC) Validation

(No charge to department)

Candidates can submit a FPCC in lieu of being fingerprinted

- 1) Submit HR Background Fax Cover Sheet
- 2) Attach Copy of Fingerprint Clearance Card
- 3) HR to call AZ DPS to validate using FPCC # (*SSN WILL NOT BE USED TO VALIDATE*)
- 4) If FPCC is valid, HR Recruitment & Selection will send an email notification confirming results and any further action, if required.
 - a. Example: "Results have returned and are clear. No further action is required"
- 5) If FPCC has been revoked and/or restricted, department will be informed that candidate must go through the fingerprint process "**See Scheduling**"

Step 3: BILLING/COST

BILLING:

First week of each month, fingerprint billing will be sent to HR Business Manager for internal processing, using Agency Org provided

TOTAL COST \$36, broken down as follows:

\$24	AZ DPS
\$ 7	HR to roll fingerprint
\$ 5	Courier

Step 4: RECORDS

Fingerprint cards

AZ DPS fingerprint cards must be destroyed once results have been received. ASU contracts with "**Shred-it**" to destroy confidential paperwork and is scheduled for collection and destruction every three (3) weeks, normally on Wednesday.

Per FBI directive, HR personnel are required to accompany "Shred-it" personnel and validate the destruction of Fingerprint cards.

Files

How long will background verification reports remain on file

The Office of Human Resources will manage and retain all background verification reports. Information collected on qualified candidates hired by the University will be stored separately from the official employee files. Background investigation information collected on non-hired candidates will be filed and maintained in Human Resources and destroyed after three years.

Step 5: Release of Information

Per ACD 126: Reference Check and Background Verification

Information Release

Only ASU designated employees may initiate a criminal background check and/or credit check or receive results. Results of all background checks will be kept confidential and will not be disclosed except to the extent necessary to administer and enforce this policy, as provided by law or pursuant to appropriate legal process.

The university may release the results of a reference check and background check to another university under the jurisdiction of the Arizona Board of Regents for employment purposes.