

Basic Fingerprint Information

All employees who are in critical positions based on their position responsibilities whether dealing with finances, sensitive personnel data, or being involved with youth, have to be fingerprinted. This includes all County Directors, REC and Unit Directors/Administrators, and 4-H Advisors.

Employees should complete the fingerprinting process **at least (2) weeks prior to their first day on the job or assuming a critical position**. If you are unable to get fingerprinted within this timeframe, please contact Academic HR Supervisor, Becky Sisman at bsisman@ucanr.edu as soon as possible.

Fingerprinting is conducted electronically via Live Scan. The fingerprinting can be done at a number of locations. However, the pricing varies. There will be a Live Scan charge, as well as a CORI, DOJ, and FBI charge.

A list of statewide locations is available at this web site: <https://oag.ca.gov/fingerprints/locations>

Request for Live Scan Service Form

1. The top section of the attached Request for Live Scan Service Form is pre-populated with ANR-specific data which should remain unmodified.
2. The second section is for the academic to complete.
3. The fourth "Employer" section should remain blank.

The academic will need **two printed copies** of the completed form - one for their record (and just in case s/he might need to get re-fingerprinted as on occasion this is necessary when the prints are not clear enough to conduct the check) and one for the Live Scan Operator.

Reimbursement

The total cost of the Live Scan is reimbursable. Reimbursement can be requested through AggieTravel. Any questions on reimbursement should be directed to boc-partner5@ucanr.edu.