san josé·evergreen COMMUNITY COLLEGE DISTRICT
Office of Human Resources

FINGERPRINT PROCESSING FORM

Instructions to Employees:

- Complete this form and take it to Campus Police. They will provide you with the Live Scan fingerprint authorization form.
- Make an appointment with the Sheriff's Office within 10 working days and take the Live Scan fingerprint authorization form with you.
- Return the copy of the Live Scan fingerprint authorization form to Human Resources, District Office.
- Return a copy of this form to Human Resources, District Office, unless you are an adjunct faculty member. If you are an adjunct faculty member, return it to the Administrative Services Office at the college where you work.

Name:_____ _____ID#:_____
(Please Print)

Work Location: ☐ EVC ☐ SJCC ☐ District Office ☐ Workforce Institute ☐ Other: _____

Works in CDC? Indicate here: Yes _____

Employee Status: ☐ Regular Faculty ☐ Adjunct Faculty ☐ Admin./Supvr. ☐ Classified
☐ Substitute/Short-Term/Professional Expert/Athletic Support Services ☐ Volunteer
☐ Other:_____

Fingerprints needed: ☐ DOJ ☐ FBI if employee has lived in California for less than 1 year.

Fingerprint Processing

☐ The above-named employee/volunteer picked up the Live Scan fingerprint authorization form from Campus Police.

By:_____ _____ Date:_____
(Please Print Name) (Signature)

Instructions to Campus Police

- Include the specificity noted above (work location, CDC, and employee status) on the Live Scan form. This is needed for Human Resources to track these individuals when the results are returned from DOJ and/or FBI.
- When results are returned to you, print the documents and forward them to Human Resources within 48 hours.