# Human Resource Services

## Fingerprinting Requirements

### (Volunteers and Contractors Only)

Section 44830.1 of the Education Code of the State of California requires that: *"In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be employed by a school district in a position requiring certification qualifications or supervising positions requiring certification qualifications. A school district shall not retain in employment a current certificated employee who has been convicted of a violent or serious felony, and who is a temporary employee, a substitute employee, or a probationary employee. . . "*

State law* and the Sacramento City Unified Board of Education** require all classified employees to be fingerprinted within ten working days of their date of employment and before actually beginning their employment. The cost of fingerprinting is to be paid by the employee. (*Education Code Section 45125; **Board of Education Policies AR 4212.5[a])

**Volunteers Please Note**: **We do not accept ATM or credit cards as payment for fingerprinting services. We do accept exact cash, personal checks, or money orders.**

I, the undersigned, have read the above information, have received instructions for fingerprinting, and agree to fulfill these obligations and requirements for completion of my employment application. Failure to comply will preclude any employment or result in termination.

Please check appropriate box: ☐ Volunteer ☐ Contractor

| | |
|---|---|
| PRINT NAME | SIGNATURE |
| SOCIAL SECURITY NUMBER | DATE |

A conviction may not necessarily disqualify you from the volunteer job for which you have applied. Convictions include diversionary offenses, or other offenses that have been plea-bargained, or for which you have pleaded no contest. **Failure to reveal convictions is grounds for immediate termination and/ or removal from the site.**

- Have you ever been convicted of a felony or misdemeanor? Yes_____ No_____
- If the answer is YES, please explain (on the other side of paper):

*This Portion to be Returned to Human Resource Services Within Two Working Days.*

## INSTRUCTIONS FOR FINGERPRINT PROCESSING

Fingerprinting is done at the Livescan Facility located at the Serna Center, Security Services Department, 5735 47th Avenue, Sacramento, CA 95824. Hours are 8:00 a.m. - 5:00 p.m., Monday through Friday.

**PHOTO ID IS REQUIRED!**

You should have the following documentation with you:

**Request for Livescan Service – Applicant Submission**

**Volunteer consideration is contingent upon fingerprint clearance.**

If you have any questions, please call Human Resource Services at 643-7449.

**UPON COMPLETION OF FINGERPRINTING, PLEASE HAND DELIVER THE REQUEST FOR LIVESCAN SERVICE – APPLICANT SUBMISSION FORM TO: HUMAN RESOURCE SERVICES, 5735 47th AVENUE, SACRAMENTO, CA 95824**