

University of California, Santa Barbara
Fingerprinting Process

OFF CAMPUS PROCEDURE

As a condition of employment, any employee in a critical position must be fingerprinted and pass the background check.

1. Department fills out a **Fingerprint Authorization Form (Form A)** for the applicant / employee who will be fingerprinted. This form is posted on the HR website (in the "Employment" section): <http://www.hr.ucsb.edu/employment/forms>
2. Form A is brought to the Human Resources department Front Desk (3101 SAASB). H.R. will have applicant / employee fill out Background Check Form (Form B) and an Authorization to Release Information Form (Form C). H.R. then issues the applicant / employee a Request for Live Scan Service form.

If employee is not local, the department may email in Forms A, B, and C to HR. (Call x-3482 for email address) and Employment will email back the Request for Live Scan

3. Applicant/employee makes an appointment with a Live Scan office:

Santa Barbara Sheriff's Department

4434 Calle Real

(805) 681-4357

www.sbsheriff.org

Rolling Fee: \$7.00 – Cash Only

Hours: Monday -- Friday 8:30a.m. – 4:30p.m.

(By appointment only)

Santa Barbara Police Department

215 E. Figueroa Street

(805) 897-2355

Rolling Fee: \$25.00 – Cash only

Hours: Monday, Wednesday, and Fridays 8:00AM, 11:00AM and 1:10PM (By appt. only)

Tuesdays and Thursday mornings: walk-in appointments. Sign-up sheet is available at 7:00AM, and first appointment is 8:00AM

4. Applicant/employee goes to Live Scan appointment and brings:
Request for Live Scan form, payment, and appropriate identification (California Driver's License, California Identification Card or U.S. Passport. UCSB Access cards will not be accepted.).

At end of appointment applicant/employee asks for **two copies of completed Request for Live Scan service form.**

5. Applicant/employee retains the first copy of the Request for Live Scan Service for their own records, and brings/ or sends the **second copy of the form to Human Resources.**
6. Employment generally receives the DOJ background check information
3- 7 business days.
7. Human Resources Employment staff will notify the hiring department of the job-related results. If you have any questions, please contact Employment at x3482.

Criminal Convictions

1. Only criminal convictions will be considered in determining an applicant's suitability for employment. Detention and/or arrest without conviction do not constitute valid grounds for employment decisions and cannot play a part in the decision-making process.
2. In determining an applicant's suitability for employment where the applicant has criminal convictions on his/her record, consideration will be given to the specific duties of the position, the number of offenses and circumstances of each, the age of the conviction(s) and the accuracy of the explanation on the application.
3. In instances where information is obtained that may result in a release from employment, or if there has been falsification of information submitted on University application materials that may be grounds for disqualification or separation, Employment will provide guidance and a recommendation to the hiring department.
4. If a completed background check regarding a current University employee reveals adverse information which may result in a denial for a promotion or transfer, or if there has been falsification of information submitted on University application materials that may be grounds for disqualification or separation. Employment will provide guidance and a recommendation to the hiring department.
5. Human Resources will serve as the "Office of Record" for background check results.

Dispute Information

If a candidate disputes the accuracy of any information obtained in a background check (including criminal records) he/she should be referred to the agency that provided the information and, if applicable, his/her collective bargaining agreement. Such dispute will not necessarily impact the hiring process.