

**University of California, Santa Barbara
Fingerprinting Process
Applicant/Employee Information**

ON 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 here (in the "Employment" section): <http://www.hr.ucsb.edu/employment/forms>

Under "Payment" section department must check "Yes" box next to "Will employee be fingerprinted **on-campus**, by the UCPD?"

2. Applicant/employee makes a Live Scan appointment with the UC Police Department's Live Scan office by calling **x-5076**.
3. Applicant/employee brings the completed Fingerprint Authorization Form, and appropriate identification to the UCPD's Live Scan office located at Building 300 on the UCSB campus. Appropriate identification is a California Driver's License, California Identification Card or U.S. Passport. *UCSB Access cards will not be accepted.* At the appointment the UCPD will furnish Applicant/employee with Forms B, and C. All three completed forms will be forwarded to H.R. Employment.

UC Police Department, Building 300

University of California, Santa Barbara

(805) 893-5076

Fees: Rolling Fee Cost: \$24.00
 Calif. DOJ Background Check: \$32
 Calif. DOJ, and FBI Background Check: \$49.00

Payment: Cash, check, or may be recharged
 To recharge, acct. info, must be given on the Fingerprint
 Authorization Form – Form A.

Please call for Appointment.

4. H.R. Employment generally receives the DOJ background check information 3-7 business days following the appointment.
5. Human Resources Employment staff will notify the hiring department of the job-related results.

If you have any questions, please contact Employment at x-3482

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.