

Due to the ongoing concern about personal safety related to COVID-19, fingerprinting is being done in a very controlled environment with strict adherence to safety protocols, which includes:

- Appointment or invitation only schedule, no walk-ins, at 15 minute intervals.
- Fingerprinting equipment and surfaces will be sanitized between each appointment.
- Patrons must wash their hands just prior to fingerprinting, have their temperature taken, and wear a facemask.
- All patrons are asked to sign a form confirming no symptoms of COVID-19.
- Fingerprinting is only available for District employees or new hires until further notice.

Human Resources is reaching out to employees hired during the soft closure and teachers renewing licenses to schedule fingerprinting appointments. New hires, coaches, and other District personnel needing fingerprinting for employment purposes should contact Human Resources at **(801) 402-5722** to schedule an appointment.

- DSD Employment Background Check - \$40
- USBE Fingerprint Scan - \$20
- Cloning* - \$15
- *New employees to DSD with current background checks (since July 1, 2015) in other public school districts/charter schools (K-12) may request that a copy of their background record be sent to Human Resources for review. Please contact our office for details.

Background check fees for employees hired into part- or full-time positions will be deducted from their first two paychecks. All other fingerprinting fees, including background checks for substitutes, coaches, paraprofessionals, volunteers and any other temporary employees must be paid prior to fingerprinting.

- Cash
- Check or Money Order (made payable to Davis School District)
- Credit/Debit Card with additional 3.5% bank fee (Visa or MasterCard only)
- Valid Government Issued Picture ID
- Fingerprint Authorization Form for any fingerprinting other than DSD employment