

# Fingerprint Request Form Guide

1. Fill in the **Applicant Details** section for the individual requesting fingerprinting.

Applicant Details

First Name \* [ ] Last Name \* [ ] Social Security: last 4 digits \* [XXXX] Date of Birth \* [MM/DD/YYYY] [calendar icon]

Email \* [ ] Phone Number \* [(XXX) XXX-XXXX] [ ]

**Note:** Fields may vary depending on the selected fingerprinting reason.

2. Complete the questions in the **Requester to Complete** section if applicable to the applicant.

Requester to Complete

Please select the reason for fingerprinting:\*

Field Trip Chaperone  Site Volunteer  Vendor/Contractor

Have you ever been fingerprinted by Fresno Unified School District?\*

Yes  No

What were you fingerprinted for?\*

FUSD Employee  Volunteer  Vendor

**Note:** The questions displayed will differ based on the selected fingerprinting reason.

3. Enter in your work **Phone Number** in the **Requester Details** section.

Requester Details

Employee ID [1080204] First Name [Steven] Last Name [Lee] Site/Dept [Human Resources] Phone Number\* [ ]

4. Complete the **Site/Department Office to Complete** section.

Site/Department Office to Complete

\$69.00 Fee - Please select one of the following funding source: (?) \*

Self-Pay  Student Engagement (Previously Goal2)

Destination:\* [ ] Destination Date:\* [MM/DD/YYYY] [calendar icon]

**Note:** Required information may vary depending on the fingerprinting reason selected.

5. Click **Submit**.

Submit

Questions or Support, email: [Fingerprinting@fresnounified.org](mailto:Fingerprinting@fresnounified.org)