



Human Resources Department

REQUEST for Mobile Unit Fingerprinting

Each mobile fingerprinting request must have this form completed before an appointment can be set.

Things to note regarding mobile fingerprinting:

- Scheduling should be arranged as far in advance as possible, but no less than two weeks before the scheduled date of service.
- It is not feasible to schedule mobile fingerprinting for fewer than 15 patrons. However, we can accommodate a maximum of 40 patrons.
- We can generally fingerprint 10 patrons per hour. We suggest that the school set up a schedule with 10 appointments per hour.
- Remote Fingerprinting services are offered Tuesday – Thursday during regular office hours, due to staffing coverage.
- The volunteer fingerprinting fee is \$28.00 per person payable on or before the date of service.
- Send completed form to shblake@dsdmail.net for consideration.

Appointment Details

Location: _____ Room # _____ # of Patrons to Fingerprint: _____

Please check the day and time frame/s: Tues. ☐ 8:00am to 10:00am ☐ **Note: You may
Date: _____ Wed. ☐ 10:00am to 12:00pm ☐ select up to two
 Thurs. ☐ 12:00pm to 2:00pm ☐ consecutive time slots.
 2:00pm to 4:00pm ☐

By signing this form, I acknowledge that the school/department is responsible for collecting and receipting all fingerprinting fees. I authorize payment for each background check to be transferred to Human Resources from the following account:

Account # _____

School/Department: _____

Printed Name of Principal or Department Director: _____

Signature of Principal or Department Director: _____

Phone Number: _____ Email: _____

Human Resources Use Only – Information to be filled in by Fingerprinting Technician

Of Patrons Fingerprinted _____ X \$28.00 = _____