



**MANDATORY FINGERPRINTING PROCEDURES**  
**For District Facilities and Construction Projects**

- 1) Complete the attached list with those individuals from your company who need to be fingerprinted. Once completed submit it to Sandra Vigil (Facilities & Construction Department) via fax (626) 943-8043 or email [vigil\\_sandra@ausd.us](mailto:vigil_sandra@ausd.us) and **wait for a confirmation from Sandra in order to proceed to step 2.**
- 2) Go to AUSD Facilities Department, located at 1515 W. Mission Road, Alhambra, 91803 in the Mission Building. There you will need to complete a District Contractor Background Verification Form. **Please put your company name on the paperwork** that stays at the District. The Department of Justice (“DOJ”) and the Federal Bureau of Investigation (“FBI”), upon clearance, emails only the name of the individual to the District so it is necessary to know which company to link the clearance report to.
- 3) Go to AUSD Accounting Department, also located in the Mission Building. Bring a check made payable to Alhambra Unified School District in the amount of \$47.00 per person for the processing fee. This is the fee that the DOJ and FBI charges the District. The payment can be in the form of a personal or business check, cashiers check or cash payable to Alhambra Unified School District. If all people are going as a group, one check for the group maybe done. If you are paying in cash bring the exact amount, or the District will graciously accept the balance as a donation.
- 3) Go to AUSD Human Resources Department, located at 1515 W. Mission Road, Alhambra, 91803 in the Marengo Building and turn in your completed Contractor Background Verification Form. After completion of the Live Scan form, the District will keep a copy and you can go to: Liberty Tax Service, 1120 W. Valley Blvd., Alhambra, CA 91803, (626) 289-8181 there they charge a \$10.00 rolling fee or \$12 via credit card (open Monday-Friday 9:00 a.m. to 7:00 p.m. or Saturday 9:00 a.m. to 5:00 p.m.).
- 4) As soon as the District receives clearance from the FBI and DOJ (usually within 48 hours; however, delays can be 6 weeks or more) the applicant(s) will need to report back to Facilities Department to pick up a photo badge ID request form and make an appointment with Security at (626) 943-6586 to have a picture ID badge made (Monday - Wednesday from 7:30 a.m. - 9:00 a.m. & 12:30 p.m. - 2:00 p.m.). This will allow your employees to be able to enter onto our school sites.

NOTE: THIS APPLIES TO THE GENERAL CONTRACTOR ONLY - If you have already completed the Live Fingerprint Scan with the FBI and DOJ for another district, then you must nevertheless REPEAT the process for this District. The FBI and DOJ do not release information, or updates to other districts.

**EXCEPTION:**

If your firm has applied and has been accepted to file directly with the FBI and DOJ for your subcontractors, please submit a letter on your letterhead providing the names (first and last) of each individual that is anticipated to be working on the District sites and confirm that you have received their DOJ and FBI clearances. The letter should state that your firm has established a direct application with the FBI and DOJ; and that your application is filed to provide continual updating notification. Fax and/or email the letter to the attention of Sandra Vigil, Facilities & Construction Department, at [vigil\\_sandra@ausd.us](mailto:vigil_sandra@ausd.us) or fax: (626) 943-8043

Any questions on this process, please contact Sandra at (626) 943-6510. Thank you for ensuring the safety of our children!

## Contractor Fingerprinting Request with Alhambra Unified School District

Today's Date: \_\_\_\_\_  
Name of Contractor: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Duration of Project: \_\_\_\_\_

Contractor's Employee name(s) to be fingerprinted and on site during the performance of work:

*Should more space be needed please attach a separate page*

1. _____	Mobile #: _____	Work Classification: _____
2. _____	Mobile #: _____	Work Classification: _____
3. _____	Mobile #: _____	Work Classification: _____
4. _____	Mobile #: _____	Work Classification: _____
5. _____	Mobile #: _____	Work Classification: _____
6. _____	Mobile #: _____	Work Classification: _____
7. _____	Mobile #: _____	Work Classification: _____
8. _____	Mobile #: _____	Work Classification: _____
9. _____	Mobile #: _____	Work Classification: _____
10. _____	Mobile #: _____	Work Classification: _____

Supervisor's Name: \_\_\_\_\_  
Supervisor's Phone #: \_\_\_\_\_

Will there be any Subcontractors for this project? Yes or No

If yes, please list below the names of the company of who will be on site:

1. _____	Company Phone # _____	License: _____
2. _____	Company Phone # _____	License: _____
3. _____	Company Phone # _____	License: _____
4. _____	Company Phone # _____	License: _____
5. _____	Company Phone # _____	License: _____

*Should more space be needed for additional subcontractor listing, please attach a separate page. Additionally, provide names of all employees on page 2 for each subcontractor who will be on the project site.*

If your firm has applied and been accepted to file directly with the FBI and DOJ for your subcontractors, please submit a letter on your letterhead providing the names (first and last) of each individual that is anticipated to be working on the District sites and confirm that you have received their DOJ and FBI clearances. The letter should state that your firm has established a direct application with the FBI and DOJ; and that your application is filed to provide continual updating notification. Fax and/or email the letter to the attention of Sandra Vigil, Facilities & Construction Department, at vigil\_sandra@ausd.us or fax: (626) 943-8043.

**A BADGED SUPERVISOR IS REQUIRED TO BE PRESENT AT ALL TIMES WHILE WORK IS BEING PERFORMED.**

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

## Subcontractor Fingerprinting Information

	Employee Name	Company Name	Mobile Number
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