

## AME Fingerprint Check Process

- 1) The AME project supervisor must notify Cheryl Braciszewski (*if faculty/staff*) or Tanya Watt (*if student*) of participant's name who will require a fingerprint check
- 2) Cheryl or Tanya will provide ASU Office of Human Resources (HR) with contact and billing information
- 3) Participant is to complete pages three and four only (Consent and Disclosure form) of the background screening packet and return to the appropriate AME administrator (Cheryl or Tanya)  
<http://www.asu.edu/hr/backgroundcheck/BackgroundScreeningPacket.doc>
- 4) Participant is to call HR (480-965-2701) to schedule a fingerprint appointment at the University Services Building (USB).
- 5) An HR representative will roll the participant's fingerprints
- 6) Once the process is complete, the results are held at "will call" in DPS, picked up by an ASU courier and delivered to HR Staffing
- 7) HR Staffing will review the results and notify department
- 8) The fingerprint card is shredded

## FAQ

### **Do personnel receive a clearance card to carry with them and show to potential employers?**

No. ASU does not pay for clearance cards. HR will only disclose the fingerprint results to the hiring department.

### **Is there an expiration date for fingerprint clearance?**

As long as the employee remains within the same department that requested clearance, there is no expiration (this includes promotions, job changes, etc. within the same department). Once the employee moves to a different department on campus, the clearance expires and the new department must request clearance for security sensitive positions.