FINGERPRINT SERVICES

RENUIEWALS
To renew a **current (not yet expired)** Arizona Fingerprint Clearance Cards, you may come into Human Resources on any regular business day from 8:00 AM – 4:00 PM. Most renewals will not need the prints re-rolled.

- **Please Bring:**
  - A valid government issued photo ID
  - A copy of your current (**unexpired**) Fingerprint Card
  - A $67 Money Order or Cashier’s Check made payable to AZ Department of Public Safety

If your card will expire in four weeks or less, you will be referred to Fieldprint® Fingerprinting. They offer an expedited service to help prevent a lapse in your card. Their electronic fingerprinting service is clean, faster, convenient and professional. **Please Visit:** [https://fieldprintarizona.com](https://fieldprintarizona.com) and call us if you have any questions.

VOLUNTEER FINGERPRINTING (PRE-APPROVED SCHOOL VOLUNTEERS ONLY)
Background checks must be funded by the school site or district program that has approved the volunteer services.

- **Please Bring:**
  - A valid government issued photo ID
  - A completed School Volunteer Application form (IJOC-E1) with check from site or payment source listed (provided by the sponsoring site or program)
    - Must include the completed certification regarding criminal record (IJOC-E2)

For groups of five or more, please contact Human Resources ahead of time at 225-6035 or [hrdocs@tusd1.org](mailto:hrdocs@tusd1.org).

OTHER FINGERPRINTING SERVICES (NON-VOLUNTEER)
All other fingerprinting services are offered on designated Wednesdays (listed below) at the TUSD Human Resources Department, located at 1010 E. 10th Street from 8:00 AM – 3:30 PM. Services include:

- New Arizona Fingerprint Card submissions
- Re-application of an **expired** Arizona Fingerprint Card
- Coaches instructed to come in by TUSD Interscholastic Department

- **Please Bring:**
  - A valid government issued photo ID
  - A $67 Money Order or Cashier’s Check made payable to AZ Department of Public Safety

2019 – 2020 WALK-IN SERVICE DATES ARE:

<table>
<thead>
<tr>
<th>July 24, 2019</th>
<th>August 14, 2019</th>
<th>September 18, 2019</th>
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<td>November 13, 2019</td>
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<td>January 15, 2020</td>
<td>February 12, 2020</td>
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<td>March 11, 2020</td>
<td>April 15, 2020</td>
<td>May 13, 2020</td>
<td>June 10, 2020</td>
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NEW HIRES PLEASE NOTE: Persons who have received a hire notification from HR will be fingerprinted during New Hire Orientation and should not come in prior (only exception may be coaches instructed by Interscholastic).

Please contact Human Resources Customer Service Team for questions about fingerprinting at 225-6035 or [hrdocs@tusd1.org](mailto:hrdocs@tusd1.org)