

Request for Fingerprints

Name: _____

Date of Birth: ____/____/____

Place of Birth: _____

Physical Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Email: _____

Reason for fingerprinting:

- ☐ Job Application
- ☐ License Application
- ☐ Background Check
- ☐ Alcohol/Cannabis License
- ☐ Other: _____

How to prepare for your appointment:

- bring a valid form of government issued identification (driver's license, passport, ID card, etc.)
- Wash hands with soap prior to appointment.
- \$15 cash or card
 - You will be provided with two copies of your fingerprints on an FD-258 form for a fee of \$15 that can be paid at the Finance Department.