

# Background Check Pilot Program

## PURPOSE

The University of Arizona Policy on Interactions with Non-Enrolled Minors establishes safeguards to promote the safety and well-being of minors participating in University-sponsored programs and events. Under this policy, faculty, staff and affiliates are required to complete a fingerprint-based criminal background check before being permitted to supervise, chaperone or interact with minor program participants.

This pilot program aims to address stakeholder feedback concerning the administrative and financial burden of these requirements by identifying alternative, cost-effective methods of policy compliance. During the pilot period (May 1, 2018-August 31, 2018), eligible individuals may fulfill the criminal background check requirement at no cost by presenting a valid Arizona Department of Public Safety Class One Fingerprint Card in lieu of completing a fingerprint criminal background check through UA Human Resources.

## ELIGIBILITY

Participation in this voluntary pilot program is open to non-benefits eligible employees, student workers, Graduate Assistants/Associates, affiliates, associates and volunteers who meet the following requirements:

1. Work/volunteer in security- or safety-sensitive position
2. Require a fingerprint-based criminal background check for purposes of supervising/interacting with minors (Authorized Adult)
3. Hold a valid Arizona Department of Public Safety Class One OR Identity Verified (IVP) Fingerprint Card

## PROCEDURES

1. Eligible individuals shall inform the hiring department of their intent to fulfill the fingerprint background check requirement using a valid DPS Fingerprint Card in lieu of a fingerprint check via UA Human Resources. The hiring Department will confirm they meet eligibility requirements.
2. Applicant will make an appointment with the Office of Youth Safety or 4H designee to present the following documentation in person:
  - a. Valid Government or State issued photo ID
  - b. Valid AZ DPS Class One Fingerprint Clearance Card or AZ DPS IVP Card
  - c. Completed/Signed Fingerprint Clearance Card Authorization Form
3. The Office of Youth Safety or 4H designee will validate the AZ DPS Card and retain a copy of the card.
4. The Office of Youth Safety will email the Applicant's direct supervisor and UA Human Resources within two (2) business days with the following information: card status, expiration date and eligibility to serve as an Authorized Adult.
5. If the Applicant's card has been revoked and/or restricted, he/she will be required to go through the standard UA Human Resources fingerprinting process. Human Resources will contact the Applicant's direct supervisor with additional information.

## RELATED POLICIES AND RESOURCES

[POLICY ON INTERACTIONS WITH NON-ENROLLED MINORS SA-100](#)

[UA PRE-EMPLOYMENT SCREENING POLICY HR-401](#)

[UA OFFICE OF YOUTH SAFETY](#)

[ARIZONA DEPARTMENT OF PUBLIC SAFETY](#)

The Division of Human Resources (HR) is required to conduct a fingerprint-based criminal background for individuals serving in security sensitive positions in accordance with Arizona Board of Regents (ABOR) Policy 6-709 under Arizona Revised Statute 15-1649.

You have received this form because you (1) have been identified as someone who is interested in serving as an Authorized Adult under SA-100 Policy on Interactions with Non-enrolled Minors and (2) may already have already undergone an Arizona Department of Public Safety fingerprint-based criminal background check.

### **Verification Process**

1. If you hold a valid AZ DPS Class One Fingerprint Clearance Card or AZ DPS Identity Verified Print (IVP) Card, we will need to verify your identity and check the status of your clearance card **before serving as an Authorized Adult**. You must make an appointment to submit the following documents to your local fingerprint clearance card designee:
  - Valid Government or State issued photo ID
  - Valid AZ DPS Class One Fingerprint Clearance Card or AZ DPS IVP Card
  - Completed/Signed Fingerprint Clearance Card Authorization Form
2. The local designee will keep your authorization form and make a photocopy of your clearance card and photo identification.
3. Your fingerprint clearance card status will be verified by the pre-employment team within 2 business days of receipt.
4. Your direct supervisor will receive an email with the following information: card status, expiration date and eligibility to serve as an Authorized Adult.
5. If your card has been revoked and/or restricted, you will be required to go through UA's fingerprinting process. Human Resources will provide further instruction in that case.

### **Local Designee Locations and Hours**

#### **Extensions**

- **4H Affiliates**
- Please visit the extension website for locations
- <https://extension.arizona.edu/4-h-extension-office-locations>

#### **UA Office of Youth Safety**

- **Main Campus Arid Lands Building**  
Suite 205C 1955 E. 6th St. Tucson, AZ 85719
- **Call 520-621-8223 for an appointment**

### **Questions?**

For more information about SA-100 Policy on Interactions with Non-enrolled Minors, please contact Jocelyn Gehring, Director, Office of Youth Safety at [jocelyngehring@email.arizona.edu](mailto:jocelyngehring@email.arizona.edu) or (520) 621-8223.

For more information on how to obtain a clearance card, please visit <https://www.azdps.gov/services/public/fingerprint>.

**Applicant Section**

Please review the attached instructions, sign, and date before submitting to your local designee. By signing this form, you acknowledge and understand the Office of Youth Safety will check with the AZ DPS website to verify the validity of your AZ DPS Class One or IVP Fingerprint Clearance Card.

Full Name			
Alias or Maiden Name			
Phone Number			
Clearance Card Number and Exp. Date			
Program Name			
Program Supervisor			
Program Supervisor Email			
Program Supervisor Phone Number			
Signature and Date		Date	

**Local Designee Section**

Please review the applicant documents and make copies. Verify the identity of the applicant against the photo identification and clearance card. Submit the copies and this document to Office of Youth Safety at [jocelyngehring@email.arizona.edu](mailto:jocelyngehring@email.arizona.edu). The Office of Youth Safety will notify the supervisor once the card status has been verified. By signing this form, you acknowledge that you verified the name and birth date of the individual matches both the fingerprint clearance card and photo identification.

Signature and Date		Date	
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**Sample Forms – Informational Use Only**



**STATE OF ARIZONA  
DEPARTMENT OF PUBLIC SAFETY  
Level One Fingerprint Clearance Card**

Name: [REDACTED]

Birth Date: 01/08/1988 Issue Date: 03/24/2010

F	210	56	BRO	BRO
Sex	Weight	Height	Eyes	Hair

Card Number: 2A05127937 Expire Date: 03/24/2016

DPS Level One Fingerprint Card



**UNITED STATES OF AMERICA  
PASSPORT CARD**

Passport Card No. C00001843

TRAVELER

DATE OF BIRTH: 01 JAN 1981

EXPIRES ON: 15 MAY 18

Government Issued ID



**CALIFORNIA IDENTIFICATION CARD**

ID: I1234561

EXP: 08/31/2015

LN: SAMPLE

PN: SELMI

DOB: 08/31/1977

SEX: M HAIR: BLK EYES: BRN

DOB: 08/31/1977

State Issued ID



**STATE OF ARIZONA  
DEPARTMENT OF PUBLIC SAFETY  
Level One Fingerprint Clearance Card**

Name: [REDACTED]

Birth Date: 01/08/1988 Issue Date: 03/24/2010

F	210	56	BRO	BRO
Sex	Weight	Height	Eyes	Hair

Card Number: 2A05127937 Expire Date: 03/24/2016

IVP0174864

You MUST have a card with "WSP" number... like this.

DPS Level One IVP Card

**Questions?**

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