

FINGERPRINTING GUIDELINES

All prospective employees will need to be fingerprinted if they are going to work with individuals under the age of 18. HR will work with the department and the applicants to expedite this process. The law mandates that the employer (CSUB) must obtain clear fingerprint results in order to authorize work with minors. This process usually takes 2 to 4 days but occasionally may take longer. Individuals will not normally be allowed to work prior to HR receiving appropriate clearance. HR will notify the Department Head as soon as results are received to coordinate the start date for the employee.

On occasion, employees may work for CSUB, separate, and then be re-hired. When an employee is rehired, it is necessary to receive a fingerprint clearance for them again. This is due to the fact that CSUB has no knowledge of an individual's ability to have access to minors during the time they separated from CSUB to their new appointment.

Also, please be aware that all employers must receive their own results of fingerprint clearances. Although some employees may have been fingerprinted with another employer, the law requires that each employer apply for and receive their own clearance for each individual.

The cost of fingerprinting is currently \$68.00, depending on our provider. The prospective employee must take \$12.00 cash to their appointment to be fingerprinted. The HR Office will provide complete instructions to the applicant at the time the appointment is set. The applicant will then provide to the hiring department the receipt of the fees he/she paid and the applicant will be reimbursed for their cost. The balance of the cost (\$56.00) will be charged to the hiring department. HR will complete the "Live Scan Fingerprint Cost Accounting" form and forward it to the applicable department after the employee is fingerprinted. The department must provide HR with the account number that should be charged for this amount on this form.

The law prohibits employers from charging a fee to the applicant for processing an application or any additional document that would be required for employment.