



San Diego Unified School District REQUEST TO CONDUCT VOLUNTEER SCREENING

(Please check the appropriate request)

- CATEGORY C – CRIMINAL BACKGROUND CHECK
- RETURNING CATEGORY D VOLUNTEER - CRIMINAL BACKGROUND CHECK
- CATEGORY D VOLUNTEER - FINGERPRINT

Date: _____ Requesting School: _____ Vol. Coord. _____

Volunteer Name: _____
First Name Full Middle Name Last Name

List any other names used in the past: _____

Address: _____ City: _____ Zip: _____

Date of Birth: _____ Phone: _____
Month Day Year

Driver's license #: _____ State issued: _____

Other Gov. Issued ID type (if no driver's license): _____ ID # _____

(Please note: By recommendation from the Department of Justice, Mexico identification and voter registration cards may not be used to conduct background checks or fingerprinting. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.)

Please indicate whether you are a **new** or **returning** volunteer: New Returning

Are you a volunteer at another SDUSD school? YES NO

If yes, please list the school(s): _____

Parents: please list the name(s) of your student(s): _____

Please check volunteer activity: On-site tutor outside of classroom (Cat C) Overnight field trip chaperone (Cat D)
 Walk-on coach/Athletic Support (Cat D) Other _____

Are you being **compensated** for your services? YES NO

Principal acknowledges hiring of individual above at their site.

Principal's Signature: _____ Date: _____

For SDUSD School Police Services office use only:	
<input type="checkbox"/> Ok to volunteer <input type="checkbox"/> Deny as volunteer	
By: _____	Date: _____
SDUSD School Police Services	

School volunteer coordinators: Please check that form is complete. Incomplete forms will be returned to the school.

CATEGORY C VOLUNTEER BACKGROUND REQUEST:

Send completed form to:

SDUSD School Police Services
Eugene Brucker Education Center, EOC; or fax to (619) 725-7169

Results will be returned to the school site volunteer coordinator within **2 weeks**.

CATEGORY D VOLUNTEER FINGERPRINT REQUEST:

Instructions for Category D Volunteer:

Please call SDUSD School Police Services Livescan Unit at (619) 725-7015 for more information on hours and appointment scheduling. **There is no charge to the volunteer for the fingerprinting.**

Please bring this completed form and a current government-issued picture ID (driver's license, passport, military ID) to:

SDUSD School Police Services Livescan Unit
4100 Normal Street, EOC
San Diego, CA 92103

Results will **normally** be returned to the school site volunteer coordinator within **2 weeks** of the date of fingerprinting. However, poor quality fingerprints or the need to research information on an applicant's background may result in a delay of results from the Department of Justice.