



# Office of Safety & Security Fingerprinting & Background Check Request Form

(Updated, As of 9/11/2017)

**Instructions:** To enhance safety and security of APS students and staff, hiring managers, school administrators, program/project managers, and volunteer coordinators, etc. should complete this form to request fingerprinting and background check services authorizing: (1) issuance of an APS identification (ID) badge, and/or (2) controlled access to APS facilities for all prospective APS employees, contractors, volunteers, and district partners. All fields on the request form must be completed, reviewed, and approved by an authorized APS officer to ensure accurate and timely processing of requested services. To avoid safety risks, fingerprinting and background check, ID badging, and access control services **will not** be completed without proper, advanced approval of a completed request form. All completed, approved request forms should be submitted via email to: [fingerprinting@atlantapublicschools.us](mailto:fingerprinting@atlantapublicschools.us) at least 24-72 hours in advance of scheduled appointments/walk-in visits to maximize the customer service experience for every prospective APS employee, contractor, volunteer, and/or district partner.

Request Date: \_\_\_\_\_ Requestor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Division:  Accountability & Information  Finance  General Counsel/Legal  Human Resources  Operations  
 Schools & Academics  Superintendent/Deputy Superintendent's Office  Atlanta Board of Education  
 Other, please specify: \_\_\_\_\_ Department: \_\_\_\_\_

School Location Name: \_\_\_\_\_

School Type:  Traditional  Charter (APS Property)  Partner (APS Property)  Other, please specify: \_\_\_\_\_

APS Staff/Stakeholder Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

APS Staff/Stakeholder Status:  Current APS Staff/Stakeholder  Prospective APS Staff/Stakeholder

- If "Current APS Staff/Stakeholder" complete the following fields:
  - Current APS Title: \_\_\_\_\_ Employee ID/Lawson Number: \_\_\_\_\_
- If "Prospective APS Staff/Stakeholder" complete the following fields:
  - Prospective APS Title: \_\_\_\_\_ Hire/Start Date: \_\_\_\_\_

Type of Fingerprinting & Background Check Request: (Select one.)

Contractor  District Partner  New Hire/Prospective APS Employee  Re-Certification/Renewal  Volunteer  
 Other, please specify: \_\_\_\_\_

Requested Services & Pricing: (Select all services that apply.)

- Fingerprinting & Background Check + APS Identification (ID) Badge – No Access Required <sup>1</sup> (\$45)
- Fingerprinting & Background Check + APS Identification (ID) Badge – Access Required <sup>2</sup> (\$45)
- Fingerprinting & Background Check **Only** <sup>1</sup> (\$40) Re-Certification/Renewal; Prospective APS Staff/Stakeholders –No ID Badge/Access Control
- APS Identification (ID) Badge **Only** – Initial/First-time Badge – No Access Required <sup>1</sup> (\$5)
- APS Identification (ID) Badge **Only** – Initial/First-time Badge – Access Required <sup>2</sup> (\$5)
- APS Identification (ID) Badge **Only** – Replacement Badge <sup>1</sup> (\$15) Current APS Staff/Stakeholders Replacing Initial/First-time ID Badge
- APS Alarm Access Code **Required** <sup>3</sup> (No Fee) Authorized APS Staff/Stakeholders Only

Authorized APS Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized APS Supervisor's Signature: \_\_\_\_\_ Approval Date: \_\_\_\_\_

**Important Notes:**

<sup>1</sup> APS Staff/Stakeholders **must** bring the following items to complete requested services:

- An **unexpired form of photo identification**. (e.g., acceptable forms of ID include: Driver's License; State-Issued Identification Card; Permanent Resident Card, or U.S. Passport.)
- All payments must be in the form of a **money order** or a **cashier's check** made payable to: **Atlanta Public Schools**.
  - Fingerprinting & Background Check and Identification (ID) Badge fees are the responsibility of the individual not APS.
  - New pricing is effective as of Sunday, 10/1/2017.
  - Currently no cash, credit card or personal check payments can be accepted; no exceptions.

<sup>2</sup> **APS Access Control Request Form** must be completed, approved, and submitted by hiring managers, school administrators, program/project managers, volunteer coordinators, etc. to authorize access control updates for APS Staff/Stakeholders; see **Supplemental Request Form A**.

<sup>3</sup> **APS Alarm Access Code Form** must be completed, approved, and submitted by hiring managers, school administrators, program/project managers, volunteer coordinators, etc. to authorize alarm access codes for designated APS Staff/Stakeholders; see **Supplemental Request Form B**.