

EMPLOYEE FINGERPRINTING PROCEDURE COVID-19 SAFETY MEASURES

Fingerprint will be open Wednesdays from 1pm-4pm and Thursdays from 8am—12pm by appointment only. The Fingerprint clerk's phone number will be listed on the department's front gate informing the applicant to call and state they have arrived. The fingerprint clerk will then meet the applicant outside and the below steps will be followed.

- All persons will have their temperature checked and complete a COVID-19 check list before entering the building
- Applicants will be required to wear a mask at all times
- NO additional persons including children will be allowed in the building. Only the person getting fingerprinted is allowed in the building.
- Applicant must use the supplied hand sanitizer when entering the facility.
- Applicants must have correct change of \$51.00 in the form of a money order or cash.
- Applicants must have registered in BAM in order to have their applications processed as well as book an appointment. This is the only way an appointment can be made.

If the applicant does not have an appointment, he/she will be provided alternative fingerprint locations as well as detailed instructions needed for SUSD processing.