



# University of California San Francisco Police Department

## Request for Sensitive Employee Fingerprinting

Appointments are **required** for your convenience please write your appointment time here:

Date \_\_\_\_\_ Time: \_\_\_\_\_

**Why do I need this?** UC Policy: If you are new to UC or transferring to a new position. Sensitive positions include, but not limited to, cash or cash equivalent handling, access to sensitive information and master-key access. Full policy here:  
[http://atyourservice.ucop.edu/employees/policies\\_employee\\_labor\\_relations/personnel\\_policies/spp21e.pdf](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp21e.pdf)

Parnassus 500 Parnassus (Millberry Union) Level P 7 Room G 18	Mission Bay 600 16 <sup>th</sup> St (Genentech Hall) Room 124
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To make an appointment: visit the UCSF Police website [www.police.ucsf.edu](http://www.police.ucsf.edu) Or you can call 415.476.2088, Option 2 and leave a **clear voice message** for a callback (within 24 hours).

Please bring: This **completed form (No Blank Fields in the HR box)** and a **government-issued photo-ID**. Most common are driver license (US/Canada) or passport. Name on form **must** be the same as your ID.

Employee Last Name _____	Employee First Name _____
Employee ID Number (EIN) _____	Department to be charged _____
Work Title _____ <small>Limit of 30 characters including spaces</small>	Employee's Manager E-Mail _____
Personnel Manager _____	

  

Dept. ID	FUND	Function	Activity Period (for those using sponsored funds)														
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Project	Flexfield (Optional)								
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_____ Print Name of Authorizing Personnel	_____ Signature Authorization
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UCPD Stamp

WeiD customers email: \_\_\_\_\_