



Authorization form Fingerprint clearance card

Verification at OHR

I understand the statements below:

- At the time of verification, I will provide my valid Arizona clearance card to be photocopied.
- Bring this form completed to OHR to be verified by Recruitment and Selection.
- The Office of Human Resources will check with the Arizona Department of Public Safety to verify the validity of my Arizona fingerprint clearance card.

Please bring the actual laminated Arizona fingerprint clearance card to Office of Human Resources during office hours between 8 a.m. to 5 p.m., Monday – Friday, University Center, 1100 E. University Drive, Tempe, AZ 85281

Note: Scanned or photocopies are **not** accepted.

Email backgroundcheck@asu.edu for inquiries.

Per [ACD 126](#), a current Arizona fingerprint clearance card will be accepted.

Full name			
	Print as it appears on clearance card.		
Signature		Date	
Phone number			
Clearance card number			
Date of birth, mm/dd/yyyy			
Social security number			
Affiliate ID, example:1234567890			
Department name			
	Example: HR Recruitment and Staffing		
HR contact, please print			