

Live Scan Fingerprint ONLY

(Volunteers, Short duration contractors and "OTHERS")

SECTION I - GARRISON INFORMATION AND INSTRUCTIONS

This Worksheet is to be used **ONLY** for live scan fingerprint submissions IAW CTO Tasking Number: T19-037 for the following categories: **volunteers, short duration contractors and "OTHERS"** MUST have fingerprints completed prior to submitting work order ticket.

This document is intended to help you obtain your child services background check fingerprints in the most expedient manner possible. You must present this form to the Security Office to be fingerprinted. To start the process, contact your local Security Office to schedule an appointment for fingerprinting.

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Driving directions:

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HOURS OF OPERATION	PHONE NUMBER	ADDRESS

CDE OR SECURITY INFORMATION AT SPOKE LOCATION FOR FINGERPRINTING

GARRISON	NAME	PHONE	EMAIL ADDRESS

SECTION II - SUBJECT'S INFORMATION

LAST NAME	FIRST NAME	MI

SECTION III - FUNCTIONAL MANAGER OR REQUESTING OFFICIAL INFORMATION

NAME	FUNCTIONAL AREA	PHONE	EMAIL ADDRESS

SECTION IV - REQUESTER INFORMATION

DIGITAL SIGNATURE
DATE

This Form can **ONLY** be used by Functional Managers when submitting a Background Request for Categories requiring LIVE SCAN Fingerprints IAW CTO Tasking Number: T19-037 (ie. volunteers, short duration contractors and "OTHERS")

*****NOT VALID FOR ANY OTHER CATEGORIES*****
FINGER PRINT REQUIREMENT

FINGERPRINT SOI/SON IPAC

SECTION V- CDE/SECURITY AGENCY USE ONLY (Return via email to Requestor)

PRINTED NAME	SIGNATURE	DATE COMPLETED