



# Volunteer Fingerprinting Verification

Your volunteer status with the City of Scottsdale is contingent upon successful completion of both a State and Federal background investigation. For this investigation, you must be fingerprinted. Your Federal and State criminal conviction check will be returned in approximately 8 weeks after your first day.

**Please follow these instructions:**

1. Go to Human Resources to be fingerprinted.

City of Scottsdale Human Resources

7575 E. Main (two short blocks south of Indian School, turn west on Main – building is on the south side of street)

Hours: Mondays – Friday by appointment only

**Phone: Contact Human Resources at (480) 312-2491 to schedule**

2. Have the technician sign below stating that you completed your fingerprinting.
3. Return this form to your supervisor with the rest of the Volunteer Packet forms.

## Volunteer - Fingerprint Verification

Name of Volunteer: \_\_\_\_\_

Volunteer's Supervisor name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Date Fingerprinted: \_\_\_\_\_

Select only one:

- Working w/Minors     Working w/Elderly     Working w/Disabled or Handicapped  
 Working w/Other(s) including general public, office staff, etc.

Technician Signature: \_\_\_\_\_ Date: \_\_\_\_\_