



## FINGERPRINT APPOINTMENT INSTRUCTIONS

Please report to the Department of Human Resources, **One South Van Ness Avenue, 4th Floor**, with your **LiveScan Form**, 10 minutes prior to your appointment time. You will be required to check in at the guard desk on the 1<sup>st</sup> floor.

The Department of Human Resources of the City and County of San Francisco uses CA Department of Justice guidelines for establishing applicant identity. **\*DHR personnel reserves the right to deny fingerprinting if your identity cannot be confirmed utilizing the documents below.**

### **PHOTO IDENTIFICATION REQUIREMENTS:**

You must bring **CURRENT** (unexpired) government issued photo identification or you will not be processed.

### **DHR will ONLY accept the following forms of PRIMARY Photo ID:**

- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-state driver's license

In the absence of a primary form of identification, we **may** accept **one** or more of the following **SECONDARY Forms of ID**, but only with **two** of the **SUPPLEMENTAL DOCUMENTS** noted below:

### **SECONDARY FORMS of ID (Suggest 2 and at least 1 should be a picture ID)**

- State government issued Certificate of Birth
- U.S. Active Duty/Retiree/Reservist Military Identification Card (000 10-2)
- U.S. Passport
- Federal government Personal Identity Verification Card (PIV)
- Department of Defense Common Access Card
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/Divorce
- Foreign Passport with appropriate immigration document(s)
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card issued since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

**SUPPLEMENTAL DOCUMENTS (2 needed in the name of person being fingerprinted)**

- Utility bill (current address)
- Vehicle registration card/title
- Paycheck stub with name/address
- Cancelled check or bank statement

**\*IMPORTANT FINGERPRINT REMINDERS\***

**Persons with damaged photo IDs or documentation may be denied fingerprinting services.**

**Secondary and Supplemental forms of identification that appears altered or that has expired will not be considered valid. All Supplemental Documents should have the current address of the person being fingerprinted. U.S. and Foreign passports are not primary forms of Photo ID.**

**Late arrivals of more than 5 minutes will not be processed due to scheduling and operational requirements.**

To avoid rescheduling and delaying your appointment process, please remember to bring the following items to your appointment:

- **Completed LiveScan Form**
- **A Valid Government Issued Photo Identification**

*\*A picture of you will be taken for **Disaster Service Worker Identification** purposes either before or after you are fingerprinted.*