



## Fingerprint Appointment Instructions

Please report to the City Career Center located in City Hall at 1 Dr. Carlton B. Goodlett Place Room 110, 10 minutes prior to your fingerprint appointment in order to go through security screening and check-in at the front desk.

**Bring the following items** to your scheduled fingerprint appointment:

- Completed Live Scan Form
- Valid, unexpired, government issued identification (ID). At least one form of ID presented **must include a photo**. Bring either:
  - 1 primary ID **OR**
  - 2 or more secondary IDs and 2 or more supplemental documents

### Primary ID

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

### Secondary 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
- Marriage Certificate (Government issued certificate)
- 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 I-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

### Supplemental Documents

- Utility bill (current address)
- Jurisdictional voter registration card
- Vehicle registration card/title
- Paycheck stub with name/address
- Spouse/parent affidavit
- Cancelled check or bank statement
- Mortgage documents

City and County of San Francisco

Carol Isen

Human Resources Director



Department of Human Resources

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### **Additional Information**

*DHR uses the Department of Justice (DOJ) Fingerprint Rolling Certification Program guidelines for establishing applicant identity. DHR reserves the right to deny fingerprinting if your identity cannot be confirmed according to these guidelines. Documentation or identification that is expired, damaged, or altered will not be accepted and fingerprint service may be denied.*

*Your picture may be taken for a City and County of San Francisco Disaster Service Worker (DSW) Badge. The DSW Badge distinguishes City employees from the general public and serves to confirm identification. Therefore, in accordance with their obligations as Disaster Service Workers (DSWs) under state and local law, all City employees are required to carry their DSW Badges with them at all times for identification purposes in the event of a disaster.*