



TO: Contractors (Currently Awarded or Award Contingent on Board Approval)
FROM: Guiselle Carreon, Director of Purchasing
SUBJECT: **Fingerprinting and ID Badge Procedures**
DATE: REVISED 6/18/2009

The District has adopted new fingerprinting and ID Badge procedures for non-employees.

Fingerprinting

The District will only fingerprint a contractor or a contractor's employees if that contractor has an ORI Number (origination number). Contractors may obtain an ORI number by completing the process to become an applicant agency. Information is available at the Department of Justice website: (<http://aq.ca.gov/fingerprints/agencies.htm>). All LiveScan offices require an ORI number to obtain FBI Background Checks and DOJ clearances. Any person who is to be fingerprinted must be able to provide the Request for Livescan Form, ORI number, their name, valid California identification such as a driver's license (out-of-state ID requires a Social Security Card), and payment in the form of a money order, cashier's check, Visa or Mastercard.

Consultant/Independent Contractor Badge Procedures

In order to be issued a badge, Consultants/Independent Contractors shall complete a Contractor Certification certifying that they are in compliance with Education 45125.1. Contractors/Independent Consultants who will not have contact with students will not need to be fingerprinted unless requested to do so by the Grossmont Union High School District.

Construction Contractor Badge Procedures

Upon completion of fingerprinting, the Contractor shall provide the District or the Construction Manager (for CM projects) with a written, **employer-certified** list of DOJ CLEARED employees and RESTRICTED employees (non-fingerprinted) at least five (5) working days prior to commencement of work on a project. The list shall have the full name of the employee and for identification purposes, their California Driver's License number or the last four digits of their Social Security Number should the employee not have a CDL. Red I. D. Badges for cleared employees and orange badges (Restricted Access) for non-cleared employees will be issued.

Contractor **SHALL NOT** permit any employee who does not have a badge to enter school premises or be on any Grossmont Union High School District jobsite. Submission of a list of DOJ cleared employees shall constitute acknowledgment by the Contractor that the employees listed are eligible to provide supervision services for non-cleared employees on a school site campus.

Sample certification and badge request letters are available at www.guhhsd.net under the Purchasing Department.

Fingerprinting and Department of Justice clearance is the responsibility of the awarded contractor as noted in the Fingerprinting Certifications submitted with your bid documents.

Questions regarding the above can be referred to the Dept. of Justice, 916-227-9508.