



FINGERPRINTING & BADGING PROCEDURES

Attachment "A"

All Contractors/Consultants shall be badged for all work and projects on our school sites. See Ed Code 45125 for any details. The District does not provide fingerprinting services, only badging.

Fingerprinting

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). Contractors may use any LiveScan office to process their employees' fingerprints.

Contracting companies may obtain an ORI number by completing the process to become an applicant agency. Information is available at the Department of Justice website: <https://oag.ca.gov/fingerprints/agencies>. Note this process may take from 4 – 6 weeks or longer.

Construction Contractor Badge Procedures

Badges shall be obtained from the Facilities Department - Bond Office, Monday through Friday from 8:00 – 3:00.

- **Unrestricted Badges:** Upon obtaining DOJ and FBI clearance, the Contractor shall provide the District and the Construction Manager (for CM projects) a written, employer-certified list of DOJ/ FBI CLEARED employees on company letterhead. A GREEN badge with picture will be issued showing UNRESTRICTED status.
- **Restricted Badges:** Contractor shall also provide a list of employees on company letterhead that have NOT been fingerprinted. A RED badge with picture will be issued showing RESTRICTED status. These employees must be overseen at all times by a GREEN badge employee.
- **Contractor Employees:** Contractor employee on site less than 7 days per project will be issued local badge by CM or general contractor and will be under supervision of a GREEN badge employee at all times.

The lists shall include:

- Employee first and last name
- California Identification Card or Driver's License number OR the last four digits of the employee's Social Security Number.

Badges should be obtained at least five (5) working days prior to start of work.

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 can be requested.

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 application for an ORI number can be referred to the Dept. of Justice, AuthorizationQuestions@doj.ca.gov.

Call Dani Murphy at (619) 644-8159 if you need assistance in badging.