

GRCC Fingerprint Processing

Requestor #: 3418E

Please PRINT and answer every question completely and to the best of your ability.

Name (last/first/middle): _____

(Please type name as it appears on legal documents/driver's license/state ID, etc. with **full middle name**)

Alias/Maiden Name if Any: _____ Phone Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Race: _____ Gender: _____

Height: _____ Weight: _____

Eye Color: _____ Hair Color: _____

Place of Birth (City, State, County): _____

Driver's License/State ID #: _____ State: _____

Reason for fingerprint scan (what program are you entering?): _____

I affirm that all the above information is accurate and complete. I understand that any falsification, misrepresentation or omission herein may result in refusal of, or immediate dismissal from the health programs at GRCC. I give the GRCC Police Department permission to share any information received through my fingerprints with the Health Program Director, Assistant Dean and/or appropriate clinical facilities. The current cost of finger-printing is \$63.00 via RaiderCard transaction or you may pay at the Cashier's Office and bring the receipt to Campus Police when you go in to have it done. Any request to cancel the finger print/criminal background check after finger prints have been taken will result in only a partial refund of the finger print fee.

Please note: Falsification of information is a criminal offense and will be investigated as a crime.

Signature: _____ Date: _____

Please submit this form to Mercedes Barnum in the GRCC Police Department. You may submit the form via email to mmbarnum@gcc.edu or fax to (616)234-4962. You may also submit the form in person to the GRCC Police Department at 25 Lyon Street, NE, Grand Rapids, or via postal mail.

Once this form has been submitted, please email Mercedes at mmbarnum@gcc.edu to schedule an appointment to have your fingerprints scanned. **This must be done within 30 days of submission or the form will be destroyed and you will be required to complete and submit a new one. Results are usually received within one week.**