



HUMAN RESOURCES
P. O. Box 10400
Baton Rouge, LA 70813

(225) 771-2680
FAX (225) 771-5617
www.subr.edu/humanresources

VERIFICATION OF FINGERPRINTS
As Of May 23, 2018

TO: Louisiana State Police
Bureau of Criminal Identification and Information

FROM: Ms. Tracie Woods, Associate Vice President
Office of Human Resources

The following applicant is being considered for employment with Southern University System. Please sign this form verifying that the applicant completed the fingerprint process.

It is the applicant's responsibility to cover the cost of fingerprint submission requirements and pay \$10.00 fee in the form of a money order made payable to Louisiana State Police. The applicant must return this form to Human Resources within two (2) working days.

PRINT NAME: _____

SIGNATURE: _____

POSITION APPLYING FOR: _____

DATE OF BIRTH: _____ RACE: _____ SEX: _____

HR Authorized Representative: Tracie Woods, AVP for Human Resources

The above individual has reported to the Louisiana State Police Bureau of Criminal Identification and Information and has been properly fingerprinted by this agency.

Lt. Richard Swearingen, Criminal Records

DATE: _____

THIS APPLICANT MAY BE HIRED CONTINGENT UPON CLEARANCE FROM THE BACKGROUND CHECK RESULTS. THE FAILURE OF APPLICANT TO RETURN THIS COMPLETED AND VERIFIED FORM IN THE TIME NOTED MAY MAKE THE APPLICANT INELIGIBLE FOR EMPLOYMENT.