



## Volunteer Background Verification Form

To: Human Resources

From: \_\_\_\_\_

Re: Volunteer

**VOLUNTEER STATUS**

*(To be completed by Site)*

New School Year \_\_\_\_\_

Returning  Student Observer

The Alhambra Unified School District requires volunteers to follow specific Board Policy (BP1240) and Administrative Regulations (AR1240) relating to volunteer assistance at the school sites.

DATE: \_\_\_\_\_

VOLUNTEER SCHOOL/LOCATION: \_\_\_\_\_

FULL LEGAL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

*Information Needed for New Volunteers Only  
(Please provide one of the following for FBI/DOJ Verification)*

Social Security (Last Four Digits) # \_\_\_\_\_

Driver's License # / CA ID \_\_\_\_\_

Date of Birth \_\_\_\_\_

The Volunteer named above will need the following:

\_\_\_\_\_ Fingerprinting / Criminal Background Check  
*(FBI/DOJ fee by cash, debit card or business check and additional rolling fee for LIVESCAN services)*

\_\_\_\_\_ AUSD Verification  
*(Secondary Diploma/Equivalency plus AA/AS Degree at a certified college; or Secondary Diploma/Equivalency plus basic skills professional examination)*

Approved by: \_\_\_\_\_

Site/Department Administrator's Signature