

Novato Unified School District

Fingerprinting Volunteers

Frequently Asked Questions

1) Why are volunteers in NUSD fingerprinted?

Student safety is a top priority at the Novato Unified School District. Employees, contractors, and volunteers are required to be fingerprinted for the safety of students and staff. NUSD [Board Policy 1240 Volunteer Assistance](#) and [California Education Code 49024](#) outline the requirement for fingerprinting and background checks. Both documents refer to an Activity Supervisor Clearance Certificate. To learn more about this, click [here](#).

Fingerprints can be done at UPS on Seventh Street in Novato or the Marin Sheriff's Department.

2) What information is needed to volunteer?

To get fingerprinted, please take the following steps:

- Obtain the volunteer packet either at Human Resources or down load it from the website [here](#).
- Please bring two pieces of identification: a valid driver's license or identification card and a valid passport, birth certificate or Social Security card.
- Submit a current clear TB test.

3) What happens to information sent to the DOJ?

The fingerprinting information is sent electronically to the DOJ. Any information NUSD receives from the DOJ is considered confidential and only shared with appropriate personnel.

5) How often do I need to be fingerprinted?

You only need to be fingerprinted once.

6) I have been fingerprinted by another organization (i.e., Little League, Girl Scouts, etc.), do I have to be fingerprinted again?

Yes. The DOJ requires each organization to request fingerprint criminal history clearance. The DOJ does not share fingerprinting information among organizations.

8) How long does it take to receive the results?

Typically, NUSD receives the fingerprinting criminal clearance within a couple of days, however, it varies. The length of time it takes for clearance is not indicative of any problems.