



CITY *of* CLOVIS

1033 FIFTH STREET • CLOVIS, CA 93612

VOLUNTEER **FINGERPRINTING INSTRUCTIONS**

Where do I go: City of Clovis Personnel Department
City Hall Building just West of the Library
1033 5th St., Clovis CA 93612
559-324-2725

When do I go: After you have submitted your Volunteer, Liability and Information Forms to the Police Department they will be forwarded to Personnel. You will then need to contact Personnel for fingerprinting. The Personnel Office Hours are Monday-Friday 8 am to 4:30 pm

Do I need an appointment: **YES**

Call the Personnel Office at 559-324-2725 to set up an appointment. Live Scan/Fingerprints can usually be done on the same day you call.

Do I need to bring anything? **YES**

You will need to show your Drivers License or Passport as identification. We cannot Live Scan you for fingerprints if you do not bring identification.

How long will it take?

Typically it takes about 20 minutes to complete the form and get Live Scanned.