Fingerprint Information Worksheet

SECTION I - GARRISON INFORMATION AND INSTRUCTIONS

This Worksheet is to be used **ONLY** for live scan fingerprint submissions IAW CTO Tasking Number: T19-037 for the following categories: **volunteers, short duration contractors and "OTHERS"** MUST have fingerprints completed prior to submitting work order ticket.

This document is intended to help you obtain your child services background check fingerprints in the most expedient manner possible. You must present this form to the fingerprinting POC to be fingerprinted. Contact the Fingerprint POC listed below to schedule your appointment as soon as possible.

Special Instructions: By appointment only. The CDE Office is on the 2nd Floor, 2008 "A" wing, Room A218. The elevator is located in the "B" wing, with ramp access through "B" wing by ASAP enterance.

Driving directions: BLDG 2008A, Rm A218 N 3rd St & Liggett Ave JBLM, WA 98433 / From JBLM Lewis Main Gate: Continue on 41st Division Dr, turn right on Liggett Ave and turn right on N 3rd St, DPTMS Security will be on your left. Parking is limited on N 3rd St.

HOURS OF OPERATION	PHONE NUMBER	ADDRESS
Mon & Wed 0900-1500	253-966-0478	BLDG 2008A, Rm A218 N 3rd St & Liggett Ave JBLM, WA 98433

CONTACT INFORMATION FOR FINGERPRINTING POC

GARRISON	NAME	PHONE	EMAIL ADDRESS
Lewis / McChord	Noah Clark	253-966-0478	noah.d.clark2.civ@mail.mil

SECTION II - SUBJECT'S INFORMATION

LAST NAME	FIRST NAME	MI

SECTION III - FUNCTIONAL MANAGER OR REQUESTING OFFICIAL INFORMATION

GARRISON	NAME	PHONE	EMAIL ADDRESS
JBLM	Genia Stewart	(253) 967-2405	mary.e.stewart48.naf@mail.mil

SECTION IV - FINGERPRINT REQUIREMENT INFORMATION

FUNCTIONAL MANAGER SIGNATURE
Genia Stewart — Digitally signed by Genia Stewart DN: cn=Genia Stewart, o=Sports, ou=CYS, email=mary.e.stewart48.naf@mail.mil, c=US
DATE

This Form can ONLY be used by Functional Managers when submitting a Background Request for Categories requiring LIVE SCAN Fingerprints IAW CTO Tasking Number: T19-037 (ie. volunteers, short duration contractors and "OTHERS")

**************NOT VALID FOR ANY OTHER CATEGORIES****************

FINGER PRINT REQUIREMENT

FINGERPRINT	SON	SOI	ALC
Live Scan ONLY	Z227	Z256	21008711

SECTION VI - FINGERPRINTING POC AGENCY USE ONLY *(Return via email to Requestor)*

PRINTED NAME	SIGNATURE	DATE COMPLETED