



Human Resources Department

Phone: 734-246-4600  
Fax: 734-283-6791  
Email: [hr@sgate.k12.mi.us](mailto:hr@sgate.k12.mi.us)  
13305 Reeck Rd. • Suite 100  
Southgate, MI 48195

### Fingerprint Request Form

- 1) Complete and send to Mary Hildebrandt, HR Coordinator, via email [hr@sgate.k12.mi.us](mailto:hr@sgate.k12.mi.us), or by fax 734-283-6791.
- 2) **Call Rebecca at the Records Bureau of the SGPD to make your fingerprint appointment, 734-258-3047. Appointment must be made no sooner than two days after Human Resources receives this form.**
- 3) Be sure to take your Driver's License or Picture ID with you.

Position: \_\_\_\_\_

Name: \_\_\_\_\_

<i>Last</i>	<i>First</i>	<i>Full Middle Name</i>
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Address: \_\_\_\_\_

<i>Street</i>	<i>City</i>	<i>Zip</i>
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Phone: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

<i>City</i>	<i>State</i>
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Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

Race: \_\_\_\_\_

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

Hair Color: \_\_\_\_\_

Eye Color: \_\_\_\_\_

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*For Office Use*

**AGENCY ID: 7266P**

Fingerprint Type Requested: **SE** – School Employment, mcl 380.1230, \$54

Date Fingerprinted:	
Type of Picture ID Presented:	

# THIS INDIVIDUAL IS REQUIRED TO PAY \$65.25 TO THE SOUTHGATE POLICE DEPARTMENT