



City of Upland
Human Resources
460 N. Euclid Ave.
Upland, CA 91786
Phone: (909) 931-4177
Fax: (909) 931-4301
HR@CI.UPLAND.CA.US

FINGERPRINT PROCESSING FOR VOLUNTEERS

Step I: Report to the Human Resources Division in City Hall to request a Livescan Form. (HR signature required)

Step II: Report to Finance counter in City Hall to pay Fingerprinting fee. (Finance signature required)

Step III: Make an appointment with the Police Department to have your fingerprints scanned. See below for specific details.

Step IV: Return copy of completed Livescan form along with blue routing sheet to Human Resources after your fingerprinting appointment.

Prospective volunteers may have their fingerprints scanned by appointment only

You may contact the Records division at the Upland Police Department to make an appointment, by calling (909) 946-7624 extension 3308. When you arrive at the Police Department, please let a Police Cadet know you are a new volunteer for the City of Upland, and provide them with your "Request for Live Scan Service" form and a photo ID.

City of Upland – Police Department
1499 West 13th Street
Upland, CA 91786

Remember! You must call ahead for an appointment

