



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
**CHARTING THE COURSE**

*Department of Human Resources*  
*Quality • Diversity • Passion • Commitment*

**Fingerprint Demographics**

Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Gender  M  F  
 Race \_\_\_\_\_  
 Height \_\_\_\_\_ Ft \_\_\_\_\_ Inches  
 Weight \_\_\_\_\_  
 Eye Color \_\_\_\_\_  
 Hair Color \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Birth State \_\_\_\_\_  
 Birth Country \_\_\_\_\_  
 Social Security \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State \_\_\_\_\_  
 Zip Code \_\_\_\_\_

Position

<input type="checkbox"/> Teacher	<input type="checkbox"/> Teacher Assistant	<input type="checkbox"/> Clerical
<input type="checkbox"/> Registered Nurse	<input type="checkbox"/> Clinic Assistant	<input type="checkbox"/> Food Services
<input type="checkbox"/> Transportation	<input type="checkbox"/> Custodial Services	
<input type="checkbox"/> ISS Coordinator	<input type="checkbox"/> Library/Media Assistant	

**Fingerprinting Schedule – No appointment necessary**

*Please include the appropriate fee as described on the checklist.*

Last name begins with	Day	Times
A – E	Monday	10:00 a.m. – 11:45 a.m. 1:00 p.m. – 2:45 p.m.
F – J	Tuesday	10:00 a.m. – 11:45 a.m. 1:00 p.m. – 2:45 p.m.
K – O	Wednesday	10:00 a.m. – 11:45 a.m. 1:00 p.m. – 2:45 p.m.
P – S	Thursday	10:00 a.m. – 11:45 a.m. 1:00 p.m. – 2:45 p.m.
T – Z	Friday *	10:00 a.m. – 11:45 a.m. 1:00 p.m. – 2:45 p.m.

Fingerprinting is unavailable between the hours of 11:45 a.m. and 1:00 p.m.

\* Note: From the end of June to Mid-August all VBCPS offices are closed.  
 T-Z should come in on Thursdays or Mondays during that period.