

## **Fingerprinting Instructions for Irradiator Applicants**

**Fingerprinting Contact:** Janelle Jesikiewicz – 267-240-5211 – [jjesik@upenn.edu](mailto:jjesik@upenn.edu)

**Irradiator Access Program Contact:** Dr. Alan Mahoney – 215-898-9715 –  
[amahoney@upenn.edu](mailto:amahoney@upenn.edu)

**Fingerprinting Location:** [University of Pennsylvania Police](#)

1. Please print and complete the [Irradiator Access Supervisor Approval form](#). You will need to bring this form signed by your Supervisor to your fingerprinting appointment.
2. To schedule fingerprinting, please contact Janelle Jesikiewicz via [jjesik@upenn.edu](mailto:jjesik@upenn.edu). Appointments will only be available starting at 8:00am Monday-Friday.
3. On the day of your appointment, please complete the [PennOpen Pass](#). If you do not have access to the PennOpen Pass, you can complete the [EHRS webform attestation](#) on the day of your appointment. If you do not pass the screening, do not come to your appointment and alert EHRS.
4. In order to maximize social distancing we will attempt to have the applicant take their own fingerprints under the direction of EHRS staff. EHRS staff will assist with the fingerprinting as needed. Please watch this short video in preparation for fingerprinting. The video can be started at 1:50: [https://www.youtube.com/watch?v=BHQ489S\\_NT4](https://www.youtube.com/watch?v=BHQ489S_NT4)
5. Report to the [rear of the Penn Police Building](#) for your scheduled appointment. [As per University of Pennsylvania policy](#), please wear a mask. If you are lost, please call Janelle.
6. You will be asked to sanitize your hands upon arrival.
7. For true identity verification, you must bring a form of government issued identification (e.g. driver's license or passport) and Penn ID if applicable. At this time, you will sign a release for permission to complete a background check and supply your social security number. \*IMPORTANT: do not provide your social security number in any other form until this time.
8. You will be asked to sanitize your hands prior to departure.

### **Additional Safety Precautions:**

- We will be staggering fingerprinting appointments to ensure the applicant is not exposed to any additional personnel.
- There will be a Plexiglas barrier between EHRS staff and the applicant.
- EHRS staff will be wearing a mask and gloves.
- We will clean the workspace, high touch areas, and machine between appointments. EHRS staff will also wash their hands and replace PPE.

If you have any questions or concerns, please let us know.