



## **District Background Check for Contracted Employees/Vendors**

### ***Step One: If digital fingerprinting is needed through EPISD;***

1. Request the *IdentoGO Fastpass form* from [backgroundcheckreviews@episd.org](mailto:backgroundcheckreviews@episd.org). This form is needed to register for fingerprinting through IdentoGO, for all Texas Independent School Districts. IdentoGo will charge forty dollars. The cost is the responsibility of the contracted employee/vendor.
2. Digital fingerprinting for the Texas ISD site is only needed one time, the information remains in the Texas ISD site. However, the **National Fingerprinting Background Review** form by the district is required each calendar year, of last review date, for all contractors.

### ***Step Two: When digital fingerprinting is completed, not before:***

1. Email the National Fingerprinting Background Review form to [backgroundcheckreviews@episd.org](mailto:backgroundcheckreviews@episd.org)
2. The Background Check Review team will complete the review of the person's national fingerprint report and return the form through email within one to two work days.
3. Contracted employee/vendor are required to send in a new National Fingerprinting Background review form anytime a new person is added to the agency.

### ***Understanding the outcome of a Background check review from the district and steps to take;***

- **CJA Approved** = The person may begin working on an EPISD campus and with EPISD students.
- **Ineligible-FPN (Fingerprints needed)** = This person is ineligible to be work on campus or work with students due to needing to complete fingerprinting and complete a review with the district. Request an IdentoGO Fastpass form at [backgroundcheckreviews@episd.org](mailto:backgroundcheckreviews@episd.org).
- **Ineligible** = This person has something in their background report that makes them ineligible and unable to be on an EPISD campus or work with EPISD students. (Example: Prior felony conviction, prior conviction less than five years old involving offenses of moral turpitude, open case, unsuccessful completion of a deferred adjudication, etc.) DPS does not allow the district to share the background information with anyone except the person in question. The person in question may contact [backgroundcheckreviews@episd.org](mailto:backgroundcheckreviews@episd.org) with any questions.