



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. 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
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.
- **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 with any questions.