

Background Check Review and Badge Request Process

Read this document in its entirety and follow all directions. The Contracts and Procurement Department cannot expedite the background check review or badge request process.

Step One: If you've been fingerprinted with the following AISD codes, skip to Step Two.

All others must get fingerprinted through IdentoGO with code 11FJ5N and agency number TX920980Z. An appointment for fingerprinting can be made online through the [IdentoGO website](#). Cost may vary. Please confirm cost with IdentoGO.

Note: You may choose to get fingerprinted at AISD's Central Office—4000 S. I-35 Frontage Road, Austin, TX 78704. To do so, input code SP-AUSTINISD when choosing your IdentoGO location.

Wait **AT LEAST 24 HOURS** after getting fingerprinted to complete the link in Step Two.

Step Two: Once you've completed fingerprinting and 24 hours have passed, complete the Exhibit C1 (EC1) through DocuSign.

Note: Incomplete or inaccurate forms will be declined.
For renewals, please complete the EC1 form and email it to backgroundcheckreviews@austinisd.org.

Step Three: Our background check team will review your submission. A completed copy will be returned to you. If a person's background report has been approved, they are eligible for an AISD vendor/contractor badge.

Note: If your EC-1 form was not approved, see the following page for results, explanations, and next steps.

Step Four: The AISD Police Department will assign a date and time for completing the badge process.

Note: Badging is done by appointment **ONLY** on Tuesdays and Thursdays from 7:00 a.m. to noon. Plan accordingly.

Step Five: You must RSVP to your assigned appointment or your slot may be canceled. Please RSVP to badgerequest@austinisdpolice.org. A new badge will be issued at your appointment.

Note: The cost of a new badge is \$5.00 CASH ONLY.

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Below are the results you may receive on your EC-1 form, returned to you with your completed DocuSign paperwork:

Approved—National record has been approved and vendor/contractor is eligible.

Ineligible (FPN)—Fingerprints are needed. The contractor must enroll through IdentoGO. 24 hours after fingerprinting is complete, contractor should re-submit the [Background Check Review and Badge Request](#) paperwork with the appropriate information.

Ineligible (CJA)—The contractor did not pass AISD's [CJA regulations](#).

Need Additional Information—Results were inconclusive. The individual in question needs to contact the background check review team at backgroundcheckreviews@austinisd.org. An official court deposition may be needed to proceed.

Note: If resolution is reached after communication with the background check review team, the individual in question needs to request their supervisor re-submit the [Background Check Review and Badge Request](#) paperwork on their behalf.

For Questions: For all questions about background checks, please contact the background check review team at backgroundcheckreviews@austinisd.org. For all questions about badging, please contact the badge department at badgerequest@austinisdpolice.org.