Background Check Review and Badge Request Process

IMPORTANT: Read this document in its entirety and follow all directions.

Step One: If you have 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**.
The cost may vary. Please confirm the 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 the 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 have completed fingerprinting and 24 hours have passed, use the following DocuSign link—**Background Check Review and Badge Request**—to complete the associated EC-1 form. Incomplete or inaccurate forms will be declined.

> **Note:** EC-1 FORMS WILL NOT BE ACCEPTED VIA EMAIL. Austin ISD will accept EC-1 forms via DocuSign ONLY.

Step Three: Our background check team will review your submissions, and a completed copy will be returned to you. If approved, the paperwork will be routed to the AISD Badging Office.

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

Step Four: The AISD Badging Office will assign a date and time for you to complete your badging process. You will find the date and time on your completed DocuSign paperwork.

> **Note:** Badging is done by appointment **Mondays - Tuesdays**, **7:30AM - 4PM**. Plan accordingly.

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