



National Fingerprinting for Contractors

Please follow the steps below to complete the fingerprint process:

1. Email your request to **Naomi Tafoya** at ntafoya@austinisd.org
2. You will receive through email the (FAST pass) **Texas Fingerprint Service Code Form**. This form will provide the instructions needed to schedule a fingerprint appointment with **IdentoGo**.
3. **IdentoGO** will charge close to forty dollars. They accept a check, money order, Visa or Master Card and provide a receipt when fingerprinting is complete.
4. Email ntafoya@austin.isd the day fingerprinting is completed with the information below, so that your national record can be reviewed by the district.
 - **Name of agency.**
 - **A list of those who need fingerprinting**
 - **The Name used on their driver's license.**
 - **Their Date of Birth.**
5. The district's decision on the results and eligibility will be sent back to you through email.

If you have any questions throughout the process, contact Naomi Tafoya, Employee Relations Coordinator with Austin ISD Human Capital.



Texas Fingerprint Service Code Form

Local Education Entities-Austin ISD



Service Name: Local Education Entities - Austin ISD
 To schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

11FJ5N

When prompted, please provide or enter the following Agency Number **TX920980Z**

Naomi D. Tafoya
 Employee Relations Coordinator
 Office of Human Resources – Employee Relations
naomi.tafoya@austinisd.org

Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.



Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080