

## Background Check Review and Badge Request Process

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

**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. The Construction Management Department 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 AISD's Talent Strategy Office.

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

**Step Four:** The AISD Badge Department 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 [badgrequest@austinisd.org](mailto:badgrequest@austinisd.org). A new badge will be issued at your appointment.

## Background Check Review Results

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

**Approved**—National record has been approved and 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](mailto:backgroundcheckreviews@austinisd.org). An official court deposition may be needed to proceed.

**For Questions:** For all questions about background checks, please contact the background check review team at [backgroundcheckreviews@austinisd.org](mailto:backgroundcheckreviews@austinisd.org). For all questions about badging, please contact the badge department at [badgerequest@austinisd.org](mailto:badgerequest@austinisd.org).

Thank you!