Background Check Review and Badge Request Process

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

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. This form is for those that are new to working with AISD and have never had a badge before).

> **Note:** EC-1 FORMS WILL NOT BE ACCEPTED VIA EMAIL. The Construction Management Department will accept EC-1 forms via DocuSign ONLY.
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> For badge renewals, use the following DocuSign link—**CMD Contractor Badge Renewal**. This is for those that already have a badge but it's about to/has expired and they just need to extend the access.

Step Three: Our background check team will review your submissions, and a completed copy will be returned to the submitter. If approved, the paperwork will be routed to AISD's Construction Management Department.

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

Step Four: You will receive a completed DocuSign to notify you that your badge is ready for pick up Monday - Friday, 8:00AM - 4:00PM at AISD Central Office (4000 S. I35 Frontage Rd Austin, Tx 78704).

> For additional information or questions, please contact **cmdadmin@austinisd.org**.