



## **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](#) 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 notify you once a badge has been created and is ready for pick up.

**Note:** Badging pick up is **Monday - Friday, 7:45AM - 4:15PM**.

Please reach out to to [badgerequest@austinisd.org](mailto:badgerequest@austinisd.org) if you have any questions.