

FAQs about Fingerprinting Certified Employees

1. **Why do I have to be fingerprinted?**

Senate Bill 9 requires that all certified employees and substitutes, who are actively employed, undergo a national criminal history record information review by TEA/SBEC through the fingerprinting process. This bill also requires the fingerprinting of all non-certified individuals who are offered employment after January 1, 2008.

2. **How do I find out if I need to be fingerprinted?**

MISD Human Resources will upload a file to TEA with information on all active employees. TEA will send back a file that indicates which employees are required to be fingerprinted. Once we receive this file, we will contact employees to schedule fingerprinting appointments.

IF YOU HAVE ALREADY BEEN FINGERPRINTED THROUGH TEA/SBEC, YOU DO NOT HAVE TO BE FINGERPRINTED AGAIN.

3. **When can I be fingerprinted?**

All certified employees who need to be fingerprinted will be notified by MISD Human Resources between **July 15 – 27**. At this time MISD Human Resources will set up an appointment for each employee required to be fingerprinted.

4. **Where do I go to get fingerprinted?**

A mobile unit will be available at the L.A. Mills Administration Building, 100 Walter Stephenson Rd., in room 205 from **July 28 – August 11, 2009**.

5. **How much is the fingerprinting fee?**

Fees for certified employees who worked full-time in a Texas public school district or charter school during the 2006-2007 school year are paid by the State of Texas. Persons **NOT** employed in a Texas public school district or charter school during the 2006-2007 school year will be responsible for the \$52.20 fee (\$42.25 via credit in SBEC Online

and \$9.95 via check or money order to L-1 Enrollment Services at the time of your appointment).

6. **What documentation is needed to be fingerprinted?**

FAST PASS (answer all questions on your FAST PASS before your appointment), valid photo ID, (Texas issued ID or driver's license, military ID or out of state driver's license). If you have an out of state driver's license you will need another form of identification, i.e. social security card, birth certificate, valid passport, or voter registration card.) If payment is required \$9.95 by check or money order.

7. **What is a FAST PASS?**

The FAST PASS is your ticket to be fingerprinted. Each employee must log on to the SBEC website at www.sbec.state.tx.us to access the FAST PASS. After logging in, the employee will verify, update, and complete the required demographic information, including a current email address. The employee will then select fingerprint authorization, and after the criminal history review fee (\$42.25) has been paid by credit, debit, or pre-paid debit card (this fee will be waived for many certified employees), the employee will receive an email that contains a FAST PASS. The email will be sent to the account listed in the employee's SBEC file, so an active email account must have been entered during the verification process. The employee will then print the FAST PASS and must take it with him or her to their fingerprinting appointment. No fingerprints can be made without a FAST PASS. The FAST PASS must be accessed at least 24 hours in advance of the employee's scheduled fingerprinting appointment.

8. **What if I don't know my username and password for the SBEC website?**

If you already have a username and password but cannot remember it (or, if you are not sure if you have a username or password), click on 'Forgot username and/or password' and fill in the requested information. Click 'Continue'. If the system displays a username and password, write it down and keep it for future reference and click continue, view & update your educator profile. If you receive a message indicating 'User data not found', this means you have never set up an account and you must click on 'Home' in the upper right hand corner of the screen to return to the home page to set up an account by following the directions in the next bullet.

If you do not have a username and password or 'User data not found' was displayed you will need to click on 'New User'. Fill out the information asked of you and select 'Previously certified' then search. Your educator profile will come up. You will need to fill out all the information and at the bottom select continue. The next page is where you will create a 'username and password.' Please note that your username/password must be at least 8 characters long. Once you have set up your username and password, you continue and then 'Log out'.

9. **Why do the FIRST and LAST name on the SBEC certificate have to match the FIRST and LAST name on the driver's license?**

If your first and last names on your Texas Driver's License or Texas State ID do not match with your certificate, you will not be able to complete the fingerprinting process. For information on how to change the name on your SBEC certificate click on the following:

[How to make a name change on an SBEC certificate](#)

1. Go to the SBEC website, www.sbec.state.tx.us.
2. Select "Email SBEC".
3. Select the name change option which reads, "If your name has changed and you wish the name change to be reflected on your Official Record of Educator Certificate, Click Here."
4. Please provide your date of birth, previous name, and new name in your email.

10. **What if I don't take advantage of the mobile unit or miss my appointment?**

Employees will need to schedule an appointment on their own at www.ibtfingerprint.com/ or make an appointment at an L-1 Enrollment Service site by calling 888-467-2080.

L-1 Locations:

Waxahachie, TX. (201 East Main Street, Suite 201) [[Map \(opens new browser\)](#)] M - Th 9-5, F 9-12

For additional locations, please click on the following link:

<http://ibtfingerprint.com/locations/?st=tx>

11. **What happens if I don't get fingerprinted?**
Your certificate will be made **INACTIVE** by SBEC and you will not be able to work in any role that requires certification nor will you be allowed to work as a substitute.

12. **Who do I contact at MISD if I have a question regarding fingerprinting?**
Please contact the MISD Human Resources Office at 972-775-8296.