



## **INTEROFFICE MEMO**

Plano Independent School District  
Human Resources Division  
Executive Director

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**DATE:** November 11, 2008  
**TO:** All Substitutes  
**FROM:** Tamira Griffin  
**SUBJ:** Fingerprinting Required

**Important information – please do not discard.**

Following is important information regarding fingerprinting. You are currently in Plano ISD's database as a substitute. As you will see below, based on Texas Senate Bill 9 (SB 9), all substitutes will be required to be fingerprinted as a condition of substitute employment.

### **Background**

Since October 2003, new applicants for certification have been required to submit fingerprints to the State Board for Educator Certification (SBEC) so that a national criminal history check can be conducted and submitted to the Department of Public Safety (DPS).

The 80<sup>th</sup> Texas Legislature passed SB 9, which mandated the Texas Education Agency (TEA)/SBEC to acquire criminal history reports on: (1) all certified educators who are currently employed, (2) all substitutes, and (3) non-certified employees hired after January 1, 2008. In addition, SB 9 created a criminal history clearinghouse to facilitate access to criminal history information and provide updates on any subsequent criminal history activity.

In January 2008, Plano ISD began the process of uploading the required information to SBEC for all non-certified new hires. SBEC returns what is referred to as a "FAST Pass," which indicates an assigned number to create a record in the L-1 Identity Solutions—also known as—Identix and Integrated Biometric Technology (IBT), fingerprinting system. Note: L-1 is the vendor selected by TEA and DPS to conduct fingerprinting. When the new hire attends

a new hire meeting, the required fingerprints are obtained. The FAST Pass is required in order to conduct the fingerprinting process. A driver's license or state identification card is required as well.

Under SB 9, during the time period January 1, 2008 until September 1, 2011, TEA will be systematically contacting school districts to submit information on all employees and substitutes to determine if the employee or substitute requires fingerprinting. TEA is calling this the fingerprinting "blitz."

We believe the information below will answer most of your questions.

### **Conclusion**

We understand that this will be a challenge. However, our goal is for the process to run as smoothly, and with the least disruption, possible for you and Plano ISD's campuses.

Thank you in advance for your cooperation and assistance in making this a smooth process.

# Fingerprinting Questions & Answers

## 1. How will Plano ISD's "blitz" occur?

Plano ISD has been unofficially notified that it has been selected to upload a database of its employees and substitutes to SBEC in late January 2009. The upload of data must occur within 10 days of our official notification, which we are told will be on or about January 29, 2009. Once the upload occurs, Plano ISD will have a maximum of 80 days to ensure that all employees and substitutes, who are required to be fingerprinted, have done so—and the results have been received—before that time period expires. We believe this will involve 3,000-4,000 district employees and over 1,300 substitutes.

We are fortunate to have been given advance notice that this will be occurring. The purpose of this communication is to let you know about the SB 9 requirements and what will be happening over the next few months.

## 2. Who will be required to be fingerprinted?

Those required to be fingerprinted will include all current employees who hold an active or inactive certification issued by SBEC (whether or not their current position requires certification) and who were not fingerprinted by SBEC since 2003. In addition, **all substitutes** will be required to be fingerprinted, **whether or not they are certified**. Even if you have been fingerprinted for other purposes in the past, you will be required to be fingerprinted again in order for SBEC to have you in its clearinghouse database.

## 3. What if I do not wish to continue to substitute in Plano ISD?

We understand that some substitutes may not wish to be fingerprinted for various reasons. If for that reason or any other, you wish to resign as a substitute in the district, please complete the attached substitute resignation form and return to the Plano ISD Human Resources office. Upon receipt of your completed resignation form, the district will remove your name from the substitute system. If this occurs before the district uploads the database to SBEC, your name will not be included. Even if included, you will not be required to be fingerprinted if you resign. Should you decide to sub in the future, you will be required to reapply and must be fingerprinted. There is no guarantee of future employment.

## 4. What if I substitute in more than one district?

SB 9 fingerprinting only has to be completed one time, even if you are substituting in several different districts. However, remember that even if you

have been fingerprinted for other purposes in the past, you will have to be fingerprinted in compliance with the SB 9 requirements.

## 5. What will be the cost?

All substitutes will be required to pay for their fingerprinting. The district will **not** reimburse for fingerprinting expenses.

### If you are certified:

You must register on-line with SBEC to get your FAST Pass and will pay at that time. The cost is **\$42.25 payable to SBEC and must be paid via credit card** (included in this is a \$2.00 fee assessed by Texas On-line as a result of the credit card transaction). If you do not have a credit card, it is the district's understanding that you can purchase pre-paid Visa or MasterCard check cards at local retailers such as Wal-Mart and grocery stores. At the time of your appointment at an L-1 facility (list of sites attached), you will be required to pay **\$9.95 via check or money order to L-1.**

### If you are not certified:

You will be required to pay **\$50.20 via check or money order** at the time of your fingerprinting appointment with L-1.

## 6. What can I do to prepare?

### If you are certified:

- A. Certified substitutes will need to confirm that their first and last names in the SBEC system are correct and match exactly to their driver's license or state ID. Please note that a state-issued driver's license or state-issued ID card will be required to be fingerprinted.

Following are instructions from SBEC on how to update your name in its system:

To update your name via SBEC's on-line system and have the change reflected on the "Official Record of Educator Certificates" on-line, you must submit a written request via e-mail. You may e-mail your request from the SBEC website: [www.sbec.state.tx.us](http://www.sbec.state.tx.us). From the home page select "E-mail SBEC" then select the name change option. Please provide your date of birth, previous name, and new name in your e-mail. Please note, only **FIRST** and **LAST** names in the SBEC system need to match your state-issued driver's license or state-issued ID card in order to be fingerprinted. **Please note that any name changes must occur prior to you**

**requesting a FAST Pass.** There is no charge to request a name change but if you wish to receive a duplicate of your certificate reflecting the name change, an on-line application and \$47.00 is required.

- B. You will also need to set up an on-line account with SBEC, if you have not already done so. You may do this via SBEC's website at [www.sbec.state.tx.us](http://www.sbec.state.tx.us) . This will be required when you are requesting your FAST pass (required for your fingerprinting appointment) and it will shorten that process if your account is set up ahead of time.

**If you are not certified:**

- A. No preparations are needed prior to fingerprinting.

**7. How will I be notified and scheduled?**

**If you are certified:**

- A. The district will notify you of the fingerprinting requirement. You will log on to SBEC on-line to receive a FAST Pass, which you will be required to print out and bring with you to your appointment. You will also be required to submit payment of \$42.25, payable by credit card.
- B. You will need to schedule a fingerprinting appointment at an L-1 facility (list of L-1 locations with toll-free phone number and website, attached).
- C. At the time of your appointment, you will be required to pay \$9.95 by check or money order to L-1.

**If you are not certified:**

- A. The district will notify you by mail of the fingerprinting requirement and will send you a FAST Pass, which you will be required to bring with you to your appointment.
- B. You will need to schedule a fingerprinting appointment at an L-1 facility (list of L-1 locations with toll-free phone number and website, attached). At the time of scheduling you will be required to pay L-1 \$50.20 payable via check or money order.

## 8. What will happen on the day of my appointment?

- A. In addition to having your fingerprints taken, be prepared to be photographed at the time of your fingerprinting appointment.
- B. Your fingerprints will be digitally scanned, not done with ink.
- C. Bring your FAST Pass to your appointment (An example FAST Pass is attached).
- D. Bring your state-issued driver's license or state-issued ID card with you to your appointment.

## 9. What if I do not get fingerprinted by the deadline?

A substitute, whether or not you are certified, will **not** be eligible to substitute in the district if you do not comply with the state fingerprinting requirements. If you are certified and have not been fingerprinted—and results received back by the district—by the 80<sup>th</sup> day, your SBEC certification will also be inactivated. Some substitutes may not wish to be fingerprinted for various reasons. **If you wish to resign and be removed from the district's substitute database, please complete the attached resignation form and return it to the district.**

## 10. What if I have more questions?

Several resources are listed below if you need more information.

April Carmichael at TEA is the designated contact for Plano ISD. We have been instructed to refer questions to her. Her contact information is: [april.carmichael@tea.state.tx.us](mailto:april.carmichael@tea.state.tx.us) or 512-463-4389.

Helpful information on TEA's website related to fingerprinting can be found at: <http://www.tea.state.tx.us/fingerprinting/> .

L-1's website can be accessed at: [www.ibtfingerprint.com](http://www.ibtfingerprint.com) .

The Plano ISD Help Desk will be fielding questions internal to the district. The Help Desk can be reached at [TSOS@pisd.edu](mailto:TSOS@pisd.edu) or 469-752- 8767.

You may also contact Welch Vizzo, in Human Resources, at [hrfingerprint@pisd.edu](mailto:hrfingerprint@pisd.edu) or 469-752-8026.



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To schedule an appointment, visit <http://www.ibtfingerprint.com> or call 1-888-467-2080

Authorized Agency Information (To be completed by Requesting Agency)

Agency ORI \_\_\_\_\_ Agency Name \_\_\_\_\_
District ORI \_\_\_\_\_ District Name \_\_\_\_\_
Reason for fingerprinting \_\_\_\_\_ Educator Certification \_\_\_\_\_
Agency Assigned Applicant Number \_\_\_\_\_ SB-SP \_\_\_\_\_
Original TCN \_\_\_\_\_

Applicant Information (To be completed by Applicant)

Applicant Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_
Sex [ ] Male [ ] Female Race \_\_\_\_\_ Ethnicity \_\_\_\_\_ Skin Tone \_\_\_\_\_
Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_
Place of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_ Social Security No. \_\_\_\_\_
DL/ID No. \_\_\_\_\_ State Issuing DL/ID No. \_\_\_\_\_
Home Address \_\_\_\_\_

I certify the applicant information provided above is true and accurate. I authorize the Texas Department of Public Safety to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the above designated Authorized Agency or Qualified Entity through the DPS Fingerprint based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state and federal statute or policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Service Center Information (To be completed by Live Scan Operator)

Date Prints Taken \_\_\_\_\_ Amount Charged For Service \_\_\_\_\_
Paid by: [ ] Check [ ] Money Order [ ] Visa [ ] MasterCard [ ] Billing Acct
[ ] At time of scheduling [ ] At time of appointment
TCN \_\_\_\_\_

[ ] I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION, I HAVE FINGERPRINTED THE SAME PERSON.
Name of LSO \_\_\_\_\_
Signature of LSO \_\_\_\_\_

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**L-1 Locations      Toll-free Phone: 888-467-2080 (8 a.m. – 5 p.m.) or [www.ibtfingerprint.com](http://www.ibtfingerprint.com)**

Hurst	Hurst, TX. (1060 West Pipeline Road, Suite 112) <a href="#">[Map]</a>	M - F 8:30-5
Dallas - Westmoreland	Dallas, TX. (1050 North Westmoreland Road, Suite 430) <a href="#">[Map]</a>	M - F 8:30-5:10
Paris	Paris, TX. (3755 Ne Loop 286) <a href="#">[Map]</a>	W 9-6
Fort Worth - Merrimac Circle	Fort Worth, TX. (1555 Merrimac Circle Suite 218) <a href="#">[Map]</a>	M - F 8:30-5:00
Waxahachie	Waxahachie, TX. (201 East Main Street, Suite 201) <a href="#">[Map]</a>	M - Th 9-5, F 9-12
Dallas - Elmbrook	Dallas, TX. (8204 Elmbrook Drive Ste 380) <a href="#">[Map]</a>	M - F 9-4:30
Dallas - Steppington	Dallas, TX. (10500 Steppington, Suite 270) <a href="#">[Map]</a>	M - F 9-6
McKinney	McKinney, TX. (1600 W Louisiana) <a href="#">[Map]</a>	M - F 8:30-5:10
Corsicana	Corsicana, TX. (518 North 15th Street) <a href="#">[Map]</a>	M - F 8-4:30
Richland Hills	Richland Hills, TX. (6900 Boulevard 26, Suite A) <a href="#">[Map]</a>	M - F 8-4:30
Lewisville	Lewisville, TX. (930 W. Main Street, Ste 110) <a href="#">[Map]</a>	M - F 8:30-5:10

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