

## 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've 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](#). Cost may vary. Please confirm 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 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've completed fingerprinting and 24 hours have passed, use the following DocuSign link—[Background Check Review and Badge Request](#)—to submit 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 submission. A completed copy will be returned to you. If approved, the paperwork will be routed to AISD's Police Department.

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

**Step Four:** The AISD Police Department will assign a date and time for completing the badge process. You'll find this date and time on your returned DocuSign paperwork.

**Note:** Badging is done by appointment ONLY on Tuesdays and Thursdays from 7:00 a.m. to noon. Plan accordingly.

**Step Five:** You must RSVP to your assigned appointment or your slot may be canceled. Please RSVP to [badgerequest@austinisdpolice.org](mailto:badgerequest@austinisdpolice.org). A new badge will be issued at your appointment.

**Note:** The cost of a new badge is \$5.00 CASH ONLY.

## Background Check Review Results

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**Below are the results you may receive on your EC-1 form, returned to you 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.

**Note:** If resolution is reached after communication with the background check review team, the individual in question needs to request their supervisor re-submit the [Background Check Review and Badge Request](#) paperwork on their behalf.

**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@austinisdpolice.org](mailto:badgerequest@austinisdpolice.org).

Thank you!