

Fingerprinting FAQ's

Q: Who has to be fingerprinted?

A: All employees and prospective employees of FBISD MUST undergo a national background check by submitting fingerprints for review.

Q: How can I complete the fingerprinting requirement?

A: You will receive an email from FBISD to the address provided in the online application with specific instructions for scheduling and paying for your fingerprint appointment. This communication will have an attachment called a Fast Fingerprint Pass containing your name and an identification number unique to you. This document was provided to us by the Texas Education Agency (TEA) upon our request, and it is specific to you. DO NOT DELETE this email because it provides you with the steps required to schedule your appointment. Do not misplace the Fast Fingerprint Pass because you will need it.

Q: Why do I need a Fast Fingerprint Pass form?

A: This document will allow you to complete the fingerprint process. The Pass **must** be presented to the fingerprinting agency at the time of your appointment, along with your driver's license. *No Pass, no fingerprints, no exceptions!*

Q: If I have been fingerprinted before, do I need to do it again?

A: We will check with TEA before we request for you to get your fingerprints complete. If you are in their database we will subscribe to your fingerprints; however, if you are not, you will be required to get them done through one of their identified agencies.

Q: Can I be hired with the promise of getting fingerprints completed at a later date?

A: No, an official offer of employment will not be extended to any candidate until the fingerprint process is complete.

Q: What information will be included on the background information that is sent to the District once the fingerprint process is complete?

A: The District will receive information including, but not limited to, any arrest, dismissal, conviction, deferred adjudication and probation.

Q: What is the purpose of fingerprints?

A: Since we are subscribed to your fingerprints, the state will notify FBISD of past and future arrests. The District's actions are dependent upon the nature of the offense. Once you become an employee of the District, you are required to inform the District's General Counsel within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony. Failure to do so is a violation of Board [Policy DH \(Exhibit\)](#).

Q: Can fingerprint results keep me from getting a position with FBISD?

A: If the results of your fingerprint processing reflect any criminal records or you disclosed arrests in your online application, your file will be referred for further review. If additional information is needed to review your records for determination of employment eligibility, you will be contacted. *Completion of fingerprints is not a promise of employment.*