

## Notice: Fingerprinting Requirements for EISD Staff

All non-certified employees and substitutes hired on or after January 1, 2008, must submit fingerprint identification information to the Texas Education Agency (TEA) and the Department of Public Safety (DPS) before beginning employment. After a recommendation for hire is received, the EISD Human Resources Department will forward demographic information on the applicant to TEA. TEA will email a "FAST Pass" form to the District which will be used by the applicant to schedule an appointment with TEA for fingerprinting.

The District will provide the form to the applicant who will schedule the appointment online at [www.iisfingerprint.com](http://www.iisfingerprint.com). When scheduling the appointment, the applicant must have the FAST Pass form in hand and must pay the required fee before the appointment can be finalized. The fee must be paid online with a credit card or approved debit card. The applicant may use a pre-paid/one-time use card that can be obtained from financial institutions or retail outlets. After the scheduling of the appointment is completed, the applicant will receive an online receipt. The applicant must then take the FAST Passform, the online receipt, and a photo identification (driver's license or state issued identification card, etc.) to their scheduled appointment. It is recommended that the applicant keep possession of the FAST Pass form until they are sure that their background check has been cleared. If cleared, the applicant will be contacted by the Human Resources Department to process for employment.

