

MISD Fingerprinting Update Status



Attention New Substitutes

- MISD Employee Data for the Statewide Fingerprinting Blitz has been prepared for the initial district submission.
- Your information will **not be** included in the initial Blitz.
- **You will need to do the following to complete your substitute new hire file.**

Wait for a district email from: subfingerprinting@mansfieldisd.org. This email will be your ticket to have your fingerprints processed.

Non Certified Substitutes:

- **Following the receipt of the district email**, come to the MISD Substitute Office to pick up your approved Fast Fingerprint Pass. (605 East Broad St.)
- Schedule an appointment to have your Fingerprints taken at an approved L1 site and pay **\$50.25** at the time of appointment scheduling. You must take your Fast Fingerprinting Pass and Drivers License with you to the appointment.
- Report to the L1 site at your scheduled date and time to have your Fingerprints taken. **Bring the receipt back to the Substitute office for documentation in order to continue processing your substitute new hire packet.**

Certified Substitutes:

- **Following the receipt of the district email**, log on to SBEC Online and submit a credit card payment of **42.25** to receive your Fast Fingerprint Pass.
- Schedule an appointment to have your fingerprints taken at an approved L1 site and pay **\$9.95** to the L1 at the time of appointment scheduling. You must take your Fast Fingerprinting Pass and Drivers License with you to the appointment.
- Report to the L1 site at your scheduled date and time to have your Fingerprints taken. **Bring the receipt back to the Substitute office for documentation in order to continue processing your substitute new hire packet.**

NOTES:

- **You are ineligible for hire until your fingerprints have been processed.**
- Certified Substitutes will have your Certificates revoked if you have not had your fingerprints taken by **January 21, 2010**.
- **The Mansfield ISD Police Department is an approved L1 site** and will process fingerprints M-F from 8a.m. to 4:00 p.m. (excluding 12:30 p.m. 1:00 p.m.) You may select the Mansfield ISD site located at 1522 North Walnut Creek, or any site listed, when scheduling your appointment.

Questions may be emailed to: Venetia Sneed at subfingerprinting@mansfieldisd.org