



National Criminal History Background Check INSTRUCTIONS

CONSTRUCTION BADGES

- 1) Go to this link: <http://www.mansfieldisd.org/page.cfm?p=4516>. Then select "Background Check Application (Construction)".
- 2) Complete each section of the attached form, down to the red letters that say, **INFORMATION BELOW TO BE COMPLETED INTERNALLY**.
- 3) Return the completed application and all signed waivers to Facilities and Operations either by:
 - a. e-mailing it to facilitybackground@misdmail.org OR
 - b. bringing it to the MISD Facilities and Operations at: 203 Hillcrest
Mansfield, TX 76063
- 4) Once the application is approved by the Associate Superintendent of Facilities and Bond Programs, it will be forwarded to MISD's Department of Human Resources.
- 5) If fingerprinting is required, vendor will be notified via e-mail with instructions regarding the scheduling of an appointment for fingerprinting. This appointment will be between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, and will take approximately 10 minutes.
- 6) The location for the fingerprinting is: MISD Police Department
1522 North Walnut Creek
Mansfield, TX 76063
Phone Number: 817-299-6000.
- 7) There is a one-time fee for the background check, which is the responsibility of the vendor, and may be paid by money order, credit card or debit card. The fee is \$47.00 if paying by money order and \$47.99 if paying by debit card or credit card. The badge fee for the first year is included in this fee; however, badges will be turned in to the Purchasing Department at the end of each year. If applicant is cleared, new badges may be issued for a fee of \$5.00 per year.
- 8) Results of fingerprinting research will be received by Mansfield ISD in approximately two to three days, at which time the applicant will be notified. If the applicant is cleared for work on MISD's campuses, he/she will need to return to the MISD Police Department to be photographed and pick up the badge. This can be done at any time, as the department is open 24 hours a day, 7 days a week.
- 9) Badges **MUST BE WORN** at all times while working on school district property.



**National
Criminal Background Check
CONSTRUCTION APPLICATION**

Vendor Name: _____

Street Address: _____

City, State, Zip: _____, _____ _____

Subcontractor to: _____

Primary Contact: _____ Phone #: _____

e-Mail Address: _____

Product /Service being Provided: _____

Project Start Date: _____

Complete one section below for each employee who will work on MISD campuses. (Attach additional sheet if necessary.)

EMPLOYEE #1 _____	DATE OF BIRTH ___/___/___	SOCIAL SECURITY NUMBER ____-____-____
DRIVERS LICENSE NUMBER _____ State _____	PHONE NUMBER ____-____-____	E-MAIL ADDRESS _____
EMPLOYEE #2 _____	DATE OF BIRTH ___/___/___	SOCIAL SECURITY NUMBER ____-____-____
DRIVERS LICENSE NUMBER _____ State _____	PHONE NUMBER ____-____-____	E-MAIL ADDRESS _____
EMPLOYEE #3 _____	DATE OF BIRTH ___/___/___	SOCIAL SECURITY NUMBER ____-____-____
DRIVERS LICENSE NUMBER _____ State _____	PHONE NUMBER ____-____-____	E-MAIL ADDRESS _____

Facility where Services will be Performed: _____
(If multiple, state "Multiple") _____

Once the above information is complete (and the Waiver on the next page is signed), return form either via fax to 817-473-5737 or to facilitybackground@misdmail.org.

INFORMATION BELOW TO BE COMPLETED INTERNALLY

Bond/Construction Projects: _____ / _____ / _____
Assistant Superintendent of Facilities Date

Construction RED Badge