



National Criminal History Background Check INSTRUCTIONS

CONSTRUCTION / VENDOR BADGES

- 1) Select Construction Background Application on this link:
<https://www.mansfieldisd.org/departments/purchasing/background-check-and-other-forms>
- 2) Complete each section of the attached form, down to the red letters that say, **INFORMATION BELOW TO BE COMPLETED INTERNALLY**.
- 3) Complete the application and return to Kelly Hall, Facilities and Operations either by faxing to 817.473.5737, or email to facilitybackground@misdmail.org, or Kellyhall@misdmail.org, or drop off 203 Hillcrest St., Mansfield, TX 76063. Phone 817.299.4343.
- 4) Once the application is received you will be notified on the next process step.
- 5) If fingerprinting is required you will receive an email with instructions to schedule the appointment. This appointment will be between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, and will take approx. 10 minutes.
- 6) The location for the fingerprinting is at the MISD Administration with Carla Girouard, 605 E. Broad St., Mansfield, TX 76063, 817.299.2798
- 7) Once appointment is made through Identigo you will receive your fee amount to be paid. If paying by check, make the check out to Idemia for \$38.25 each separately. (Each person has to have a separate check for \$38.25 each, you cannot have all employees on one check.) Credit card is \$39.05. All paid to Idemia.

Please Note: Badges expire after 1 year. To renew your badge please contact Kelly Hall at kellyhall@misdmail.org or 817.299.4343. The first-year badge is included. If applicant is cleared to renew there is a fee of \$5.00 for a new badge.
- 8) Results of fingerprinting will be received by Mansfield ISD in approximately a day or two, at which time the applicant will be notified. If the applicant is cleared for work on MISD's campuses, he/she will proceed to the MISD Police Department, 1522 N. Walnut Creek Dr., Mansfield, to have a picture taken for their 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: _____	____/____/____	Date
Vendor BLUE Badge Construction RED Badge	Assistant Superintendent of Facilities	