

Beeville ISD Fingerprinting FAQ's

Who is required to be fingerprinted?

All certified employees, whether the SBEC certificate is applicable to their current position or not, are required to complete the fingerprinting process. This includes but is not limited to: administrators, counselors, teachers, paraprofessionals, and clerical staff that hold certificates.

Who is required to pay for fingerprints?

All certified employees that were employed in a Texas school district by October 1, 2006, will be funded by the state. Anyone employed after that date must pay for their fingerprints.

What is the cost for fingerprints?

The total cost for certified educators is \$50.20. **You must obtain a FAST Pass, online through the SBEC web site, and charge the fee to a credit card - \$42.25.** When you go to your scheduled appointment, you will be required to pay \$9.95 to the vendor (the payment must be in the form of a personal check, money order or cashier's check made payable to "IBT", **no cash and no credit cards**).

What identification do I need when I am fingerprinted?

You will need to bring your driver's license or state issued ID. If you do not have a driver's license, but you have a military ID, you may use the military ID. Your first and last name on your SBEC certificate **must** be the same as your first and last name on your identification.

If my first and last name on my certificate do not match my identification, how do I change my name on my certificate?

Log onto SBEC online for Educators at <https://secure.sbec.state.tx.us/SBECOnline/login.asp> and follow the instructions to review your profile. If you do not have a login, create a new user profile by following the instructions on the screen.

Can I change my name again on my certificate after fingerprinting?

Yes, you may change your name on your certificate after you have been fingerprinted.

What do I do if my fingerprints are rejected?

Some fingerprints will be rejected by the FBI due to poor quality. If your fingerprints are rejected, you will receive an email with information on the rejection and the need to reprint. You are still subject to the 80-day window and should make arrangements to be re-printed by calling IBT (L1) scheduling center at 888-467-2080 immediately to request an appointment for resubmission of fingerprints. You will not be charged for reprints due to a rejection.

How long does it take for a name change to appear on my certificate?

It takes about 72 hours for the name change to be reflected on your certificate.

I've been fingerprinted before, do I have to fingerprint again?

If you were fingerprinted by another district that has already been through this process with the state or you fingerprinted with SBEC previously you will not have to be fingerprinted again. SBEC has stated that all individuals fingerprinted after January 1, 2008, will NOT have to be fingerprinted. SBEC stated that previous SBEC fingerprints may be utilized but the only way to be certain is to check with your HR contact to see if you are on the list to be fingerprinted.

What do I take with me for my appointment?

You must take the FAST Pass and a valid photo ID (state issued ID or driver's license) with you to your fingerprinting appointment.

A valid photo ID is a driver's license or state issued ID. If you do not have a driver's license, but you have a military ID, you may use the military ID. Your first and last name on your SBEC certificate **must** be the same as your first and last name on your identification.

How long does it take for the District to receive information after I have been fingerprinted?

The current estimate is 4 days.

What will happen if I don't have my fingerprints completed in the 80-day window?

If SBEC does not receive your fingerprint results within the 80 day window, your certificate will be **INACTIVATED**. An inactive status means that you cannot work in any role that requires certification. **Employees with inactive certificates will be recommended for termination of employment due to failure to maintain teacher certification.**

How will I know if I am to pay for fingerprints or if the state will pay?

Your FAST Pass will display your name and identification number called an "SB" number. If your number begins with "SB-SP..." you will not have to pay for the FAST pass.

What is the SB number and what does it mean?

The SB number will signify whether or not you have to pay for your fingerprints. If your number begins with "SB-SP..." you **will not** have to pay for the FAST Pass. If your number begins with "SB-SN..." you **will** have to pay for the FAST Pass online with a credit card and you will also have to pay the fee to the vendor (\$9.95 by money order or cashier's check made payable to "IBT").

What do I do if I lose my FAST pass?

You must contact SBEC by phone or email to have your FAST pass resent.

Phone = 1-888-863-5880 option #3 Email = sbec@sbec.state.tx.us

If I am a substitute, where do I go to complete the fingerprint process?

All substitutes must schedule appointments to be fingerprinted at the BISD Human Resource Department –contact Jan Kidd. The office is open 8:00 AM – 4:30 PM. **Please be aware the office will be closed on Fridays from June 5 through July 31, 2009 for the Summer Office Schedule.**

How do substitute teachers get their FastPass?

The FastPass will be sent to Human Resources. You may pick up your FastPass when you come in to schedule your fingerprinting appointment. The letter you received gives you the day of the week to come to Human Resources.

I am a certified substitute teacher. Do I pay for my fingerprinting?

You will need to pay for the fingerprinting.

Can substitutes be fingerprinted at a site with the mobile units?

No. Substitutes may complete the fingerprint process at any L1 Identity Solutions location.