

Senate Bill 9  
Fingerprinting for Certified Employees  
Q & A

**WHAT IS SB9 – FINGERPRINTING BILL?**

The 80<sup>th</sup> Texas Legislature passed Senate Bill 9 (SB9), mandating the Texas Education Agency (TEA) to acquire criminal history reports, including a national criminal history background check based on the submission of fingerprints on all certified school district employees.

Senate Bill 9 mandates a certified educator shall submit fingerprint, photograph, and identification information to the DPS in the form the DPS requires for the purpose of entering the person's national criminal history record information into the Criminal History Clearinghouse.

**DO I HAVE TO BE FINGERPRINTED?**

YES – if you hold an active or inactive certificate with SBEC.

NO – if you do not hold an SBEC certificate.

NO – if you have already been fingerprinted by L-1 Enrollment Services (not card & ink method).

**HOW WILL I KNOW IF I NEED TO BE FINGERPRINTED?**

You will be contacted by the Human Resources Department.

**WILL I HAVE TO PAY FOR MY FINGERPRINTS?**

All certified employees who were employed in a Texas school district during the 2006-2007 school year, will have their fingerprinting fees paid for by the state. Anyone employed after that date and has not had their fingerprints scanned must pay for their fingerprints.

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 COST FOR FINGERPRINTS?**

The total cost for certified educators is \$52.20. A FAST Pass must be obtained online through the SBEC website, and charge the \$42.25 fee to a credit card. An additional \$9.95 needs to be sent via check or money order to L-1 Enrollment Services at the time of the appointment.

**WHAT IDENTIFICATION DO I NEED WHEN I AM FINGERPRINTED?**

You will need to bring your state issued driver's license or state issued ID. Your first and last name on your 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 on to 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.

**HOW LONG DOES IT TAKE FOR A NAME CHANGE TO APPEAR ON MY CERTIFICATE?**

It takes about 5-10 days for the name change to reflect on your certificate.

**I'VE BEEN FINGERPRINTED BEFORE, DO I HAVE TO FINGERPRINT AGAIN?**

Yes, unless you were fingerprinted by another school district that has already been through this process with the state or you were fingerprinted (not card & ink method) with SBEC previously.

**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 e-mail with information on the rejection. You must be reprinted. You are still subject to the 80-day window and should make arrangements to be re-printed by calling the L-1 scheduling center at 888-467-2080 or by scheduling on their website at <http://www.ibtfingerprint.com> immediately to request an appointment for resubmission of fingerprints. You will not be charged for reprints due to a rejection.

**HOW DO I OBTAIN A FAST PASS?**

You must obtain a FAST Fingerprint Pass (FAST Pass) at least 24 hours prior to your scheduled fingerprint appointment. (NOTE: Obtaining a pass the night before your scheduled appointment is NOT 24 hours.) You cannot obtain the FAST Pass until you receive your email from the state with instructions on how to obtain the pass.

Each educator must log on to SBEC Online and access his or her own FAST Pass.

**The FAST Pass will be emailed to you. You must take the FAST pass to your scheduled appointment.**

**WHAT DO I TAKE WITH ME FOR MY APPOINTMENT?**

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

**WHAT DO I DO IF I MISS MY APPOINTMENT?**

If you miss your scheduled appointment, you will need to schedule a new appointment. Contact the Human Resources Department immediately. Efforts will be made to reschedule you on another day. You may also reschedule with the L-1 site by calling 888-467-2080 or by scheduling on their website at <http://www.ibtfingerprint.com>.

**HOW LONG DOES IT TAKE FOR THE DISTRICT TO RECEIVE INFORMATION AFTER I HAVE BEEN FINGERPRINTED?**

Approximately 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 with 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 suspended without pay and may be subject to termination.**

### **HOW DO SUBSTITUTE TEACHERS GET THEIR FAST PASS?**

The FAST Pass will be sent to the Human Resources Department. Substitutes will be contacted with more information regarding the date which your FAST Pass will be made available.

### **IF I AM A SUBSTITUTE TEACHER, WHERE DO I GO TO COMPLETE THE FINGERPRINT PROCESS?**

All substitute teachers must schedule an appointment to be fingerprinted at regular locations of L-1 Enrollment Services. Appointments at an L-1 site may be made by calling 888-467-2080 or by scheduling on their website at <http://www.ibtfingerprint.com>.

### **I AM A CERTIFIED SUBSTITUTE TEACHER. DO I HAVE TO PAY FOR MY FINGERPRINTING?**

Yes, you will pay for the fingerprinting.

### **CAN SUBSTITUTES BE FINGERPRINTED AT A SITE WITH THE MOBILE UNITS?**

No.

### **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

E-mail = [sbec@sbec.state.tx.us](mailto:sbec@sbec.state.tx.us)

### **WHO WILL BE ABLE TO ASSIST ME IF I HAVE ANY ADDITIONAL QUESTIONS?**

You may contact the Human Resources Department at 817-426-7500, ext: 1002 or 1010.