



# Alvord Independent School District

PO Box 70  
Alvord, TX 76225

[www.alvordisd.net](http://www.alvordisd.net)

PH: 940-427-5975  
FAX: 940-427-2313

## District Fingerprinting Procedures for Substitutes under Senate Bill 9

In 2007, the Texas Legislature passed a law requiring criminal background checks for all school employees/substitutes. The legislature was enacted to ensure the safety of all children, teachers and staff in Texas Public Schools. The requirements include all substitutes, certified for not.

The process is very simple. Once we have your application, we input your information in the SBEC Online system to get a FAST (Fingerprint Applicant Services of Texas) pass for you. The FAST Pass will be emailed to the District and then forwarded to you. The email will have information on scheduling an appointment.

**Please note that you will be charged approximately \$40-\$50, which you are solely responsible for paying.**

At least 48 hours after your appointment, the district will receive notice via email that your fingerprints are complete and your background check is ready to be viewed. You will then be contacted to complete the new hire paperwork.

Please note that completing your fingerprint process is not a guarantee that you will be called to substitute.

Please feel free to call 940-427-5975 ext. 4001, if you have any questions.

Sincerely,  
Kelly Martin  
Alvord ISD  
Administrative Assistant/  
Human Resources