

Fingerprinting FAQs

General Questions

Q: Who has to be fingerprinted?

A: All employees and prospective employees of Lamar CISD MUST undergo a national background check by submitting fingerprints for review.

Q: I have been fingerprinted before. Will I have to do it again?

A: We will check with TEA and DPS before we request for you to get your fingerprints complete. If you are in their databases we will subscribe to your fingerprinting profile; however, if you are not, you will be required to complete the fingerprinting process through one of the identified agencies.

Q: How will I be notified if I have to be fingerprinted?

A: If you have to complete the fingerprinting process, you will receive an email from "nobody@uemail.identogo.com" with a subject of "IdentoGO Service Confirmation – Texas TEA." It will be sent to the email address you listed on your application when you applied with Lamar CISD. **DO NOT ERASE THIS EMAIL** because it provides you with the information, steps and link required to schedule your fingerprint appointment.

Q: What is the Fast Fingerprint Pass and how do I get it?

A: The Fast Fingerprint Pass is the information provided in the body of the email you will receive from "nobody@uemail.identogo.com" with a subject of "IdentoGO Service Confirmation – Texas TEA." notifying you that you will need to complete the fingerprint process. This email contains your name and an identification number (UE ID) that is unique to you. Please print this email and take it with you to your fingerprint appointment. **The Pass must be presented to the fingerprint technician at the time of your appointment** along with your driver's license. *No Exceptions!*

Q: Can I make a copy of my Fast Fingerprint Pass for my friend to use at their appointment?

A: No. Each Fast Fingerprint Pass contains information unique to that individual. Anyone who uses a Pass that belongs to someone else will have to be re-printed, resulting in the inconvenience of having to schedule an appointment at a regular L-1 Enrollment Services location.

Fingerprinting Appointments

Q: How do I schedule my fingerprint appointment and Where will I have to go for fingerprinting?

A: You will receive an email with a [link](#) to schedule your appointment. When you click on the link in the email, you will be directed to the IdentGo Website to input your Fast Pass information. Once you provide the Fast Pass information you will be asked to submit your zip code. Your zip code location will populate the closest fingerprinting locations to you. You will pick the location and time based on what is convenient to your schedule.

Q: Will I have to pay anything and how much will it be?

A: You will be required to pay for your fingerprinting fees, you will have to pay approximately \$50.00. Payment may be made by credit card, money order or check to the fingerprint office at the time of your appointment.

Q: What do I need to bring with me to my fingerprint appointment?

A: You must print and bring your Fast Fingerprint Pass and your valid driver's license to verify personal identification.

Q: How long does it take to be fingerprinted?

A: Fingerprinting generally takes about 7 to 10 minutes per person.

Q: What should I expect when I go to my fingerprinting appointment?

A: The fingerprint technician will take your picture and then digitally scan your fingerprints.

Q: Does my Middle Name need to match on my Fast Pass and driver's license?

A: Yes. Your full FIRST, MIDDLE and LAST names need to be exact matches on both documents. If you do not have a full middle name, you need to list your middle initial or if you do not have a middle name, leave this section blank.

Q: How do I change my name on my driver's license?

A: Contact the Texas Department of Public Safety at (281)633-5400 (Rosenberg location) or visit <http://www.txdps.state.tx.us/> for more information. Please plan for at least 8 weeks to receive the corrected license.

Q: How do I change my name on my paycheck?

A: Go to the Human Resources office to complete a personnel information change form. You will be required to provide a social security card with the new name you are requesting to use. For more information on name changes, contact Human Resources at (832)223-0300.

Q: What if I miss my appointment?

A: If you are unable to complete your scheduled fingerprint appointment, you will need to reschedule with IdentoGo.com. Please note, you will not be eligible to work until you have completed the fingerprint process.

Post-Fingerprint Information

Q: Why are some prints rejected?

A: Prints may be rejected by the Department of Public Safety (DPS) or the Federal Bureau of Investigation (FBI) due to poor quality. This can be the result of a variety of factors including age, working with hands, etc. Print rejection has nothing to do with a criminal history.

Q: How will I be notified if my prints are rejected?

A: TEA will send an email to you with notification that your prints have been rejected. The email contains information regarding the rejection and the need for the educator to schedule an appointment to be reprinted.

Q: What do I do if my prints are rejected?

A: You will need to schedule an appointment at an existing Identogo location to be reprinted. Keep in mind, that if your prints have been rejected, you will want to make these arrangements ASAP to allow time in case another rejection occurs.

Q: What happens if my prints are rejected more than once?

A: Fingerprints may be rejected by the FBI only twice, in which case you would only be required to be reprinted once. Please note that this is only the case if both rejections are *FBI rejections*. If DPS also rejects the prints, it is possible that an educator might have to be reprinted more than once.

Q: What information will be included on the background information that is sent to the district once the fingerprinting process is complete?

A: The district will receive information including, but not limited to, any arrest, dismissal, conviction, deferred adjudication, and probation.

Q: What happens if I am arrested? Am I required to do anything?

A: The state will notify LCISD of any future arrests and the district's actions are dependent upon the nature of the offense. You are required to inform your supervisor or Human Resources within 72 hours of any arrest (*this applies to all employees whether you have completed the fingerprinting process or not*). Failure to do so is a violation of Board Policy. [Click here](#) for more information.

**If you have any additional questions regarding the LCISD fingerprinting process, please contact:
LCISD Human Resource**