



Kerrville ISD: Certified Teacher Fingerprinting Information

Thank you for your interest in joining Kerrville Independent School District (KISD). You have been identified as a **Certified Substitute** applicant. All substitutes are required to be fingerprinted as a condition of substitute employment with KISD in accordance with Senate Bill 9, also known as the “Fingerprinting Bill.”

In order to comply with Senate Bill 9, you will be asked to use the State Board for Educator Certification link below to view and update your profile information. Once these steps have been completed, your Fast Fingerprint Pass will be sent to you.

PLEASE FOLLOW THESE DIRECTIONS CAREFULLY:

1. Go to the Kerrville ISD website at <http://www.kerrvilleisd.net> and click on the Tab at the top right for Staff. On the Staff Page, click on the “Fingerprint” picture on the right to access the district’s SBEC Fingerprinting information site.
2. On the KISD Fingerprinting site, there is a section marked in blue “SBEC Update your Information”. Click on either the video or the document to view instructions for updating your SBEC information. You will need to provide the SBEC system with a **working email address** for them to contact you by email to receive your FastPass.
3. You will be required to submit payment for your fingerprinting and a payment screen will appear for you to enter that information. Once you submit payment for fingerprinting, you will receive a receipt in the form of a “FastPass” which you are to print and take with you to your Fingerprinting station. This FastPass is delivered to the email address you provided to the SBEC system as an attachment.

***If you cannot make payment online, you can still receive a FastPass via email to schedule an appointment but you will be required to make payment when you arrive at the Fingerprinting appointment.**

4. You will need to schedule a Fingerprinting appointment with the local L-1 facility that handles Fingerprinting. Schreiner University is the local L1 Facility that offers Fingerprinting by appointment. To schedule an appointment, call 1-888-467-2080. Fingerprinting days are set for Mondays from 10:00am to 6:00pm and Thursdays from 9:00am to 4:30pm.

Schreiner University
2100 Memorial Blvd.
Kerrville, TX 78028

When you enter the campus from 27, turn left and follow Acorn Drive to Hoon Hall which is an older 2-story red-bricked building. Park in the lot on the right on the far end. Enter the lobby to Hoon Hall and the Fingerprinting counter is on the left. **They do not take walk-ins! You must schedule an appointment in advance!**

5. After you complete the Fingerprinting process, complete the form “Fingerprinting Certification Form” and send it to the KISD Human Resources Office at 1009 Barnett Street, Kerrville, TX 78028 or fax it to (830) 257-2249.

You must complete this process in order to be considered for a substitute position. Please note that it may take up to 14 days to process a criminal history record.

Thank you for your cooperation in making schools and school districts safer environments. Please contact the Texas Education Agency, Division of Fingerprinting at 1-888-863-5880, Option 3 for assistance.