



Kerrville ISD: Non-Certified Teacher Fingerprinting Information

Thank you for your interest in joining Kerrville Independent School District (KISD). You have been identified as a **Non-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."

PLEASE FOLLOW THESE DIRECTIONS CAREFULLY:

1. 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!**

2. You will need to pick up a FastPass Form from the Kerrville ISD Human Resources Office at 1009 Barnett Street, Kerrville, TX 78028.
3. You will need to provide your state-issued Driver's License or state-issued ID Card and the FastPass form with you to your appointment.
4. In addition to having your Fingerprints taken, be prepared to be photographed.
5. At the time of scheduling, you will be required to pay L-1 \$50.20 via check or money order for the Fingerprinting process.

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.