



ELECTRONIC CRIMINAL HISTORY PROCESS

(Background Checks)

VENDOR'S PROCESS

- 1. Vendors must be registered in Vendor Self Service (VSS) before they can register for the Electronic Background Check.**
2. Vendors who have never registered with the Electronic Background Check System will have to register their company first, and then add all employees that will be on an SBISD Campus or Department.
- 3. Vendors who have already registered their company in the Electronic Background Check system do not have to register again.** These vendors should log on and add any new/subsequent employees who will be on an SBISD Campus or Department. Please notify the hiring campus/ department when additions are made to your profile in order to have the additions processed.
4. An Appendix A (fingerprinting affidavit) along with the applicable Schedule A and/or B, **MUST** be attached for all of vendor's employees who will have direct contact with SBISD students and have been fingerprinted.

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Welcome to SBISD Electronic Criminal History Process

Before entering into a contract with the SBISD District, a person or business must give notice to the District if the person or an owner or operator of the business has been convicted of a felony. The District may terminate a contract with a person or business if the District determines that person or business failed to give such notice or misrepresented the conduct resulting in the conviction.

The entity shall certify to the District it has received all of the criminal history record information required. The service contractor shall also certify that it will take the required steps to ensure that the conditions or precautions that have resulted in a determination that any person is not a covered contract employee continue to exist throughout the time that the contracted services are provided. The entity shall certify to the District it has obtained all required criminal history record information through the Texas Department of Public Safety's Fingerprint-based Applicant Clearinghouse of Texas (FACT) and certify to the District that the service contractor does not have a disqualifying criminal history. (Per Texas Education Code- Section 22.0834.)

Independent contractors do hereby consent to the use of any and all information provided in the application process to be used in the criminal history/background check. Independent contractors shall notify the Purchasing Department within three business days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony and any offense involving moral turpitude.

Please [contact us](#) if you require further assistance.

Vendor Registration: [Register](#)

- To Register for the Electronic Background Check [click here](#)
- To Logon to the Electronic Background Check [click here](#)



*Vendors who have **never registered with the Electronic Background Check System** must register. [Click here!](#)*

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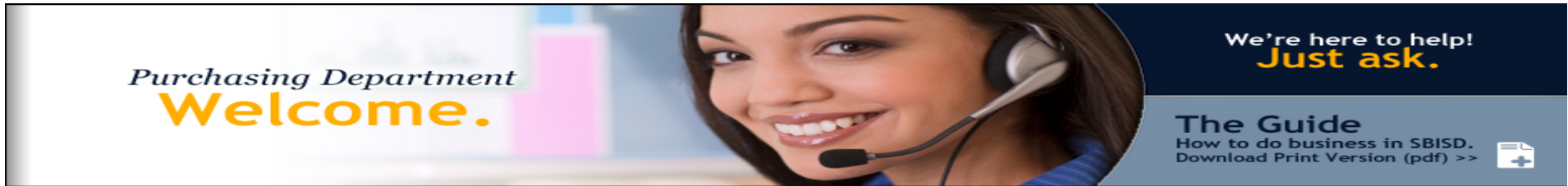


To register for the Background Check System, please enter the following information:

*Vendor Number	<input type="text"/>	Click here to register for a Vendor Number.
*Taxpayer ID (TIN)	<input type="text"/>	
*Applying as	<input type="radio"/> An Individual <input type="radio"/> A Company	
Company Name	<input type="text"/>	<i>(Required If Applying As A Company.) (Optional If Applying As An Individual.)</i>
*Contact First Name	<input type="text"/>	
*Contact Last Name	<input type="text"/>	
*Address	<input type="text"/>	
*City	<input type="text"/>	
*State	TX <input type="button" value="v"/>	
*Zip	<input type="text"/>	
*Phone Number	<input type="text"/>	<i>(XXX-XXX-XXXX)</i>
Mobile Number	<input type="text"/>	<i>(XXX-XXX-XXXX) (Optional Field)</i>
*Fax	<input type="text"/>	<i>(XXX-XXX-XXXX)</i>

*Email Address	<input type="text"/>		
*Username	<input type="text"/>	} PLEASE MAKE NOTE OF YOUR USERNAME AND PASSWORD; YOU WILL NEED THIS INFORMATION TO LOG ON	
*Password	<input type="text"/>		
*Confirm Password	<input type="text"/>		
*Security Question	Mother's Maiden Name <input type="button" value="v"/>		
*Security Answer	<input type="text"/>		

- Enter information for all of the required fields (All required fields are marked with an asterisk).



You have successfully registered an account for Background Check.

- You MUST now add any/all employees that will be on an SBISD campus/department.
- If the vendor is an **individual**, not a company, he/she **must** still add himself/herself as an employee.
 - [YOU ARE REQUIRED TO SUBMIT AN APPENDIX-A FILE](#)
 - [YOU ARE REQUIRED TO SUBMIT A Schedule-B FILE](#)

[Click here to continue to add an employee](#)

- Appendix - A is the **SBISD Certification of Criminal History Record Information Review by Contractor – Employer, Appendix A** (also known as the Fingerprinting Affidavit). This document must be completed by the vendor and notarized before being uploaded to the site.
- Schedule A/B is the list of vendor’s employees who will be on an SBISD campus/department. Schedule A is for employees **who were hired before January 1, 2008**. Schedule B is for employees **who were hired after January 1, 2008**.
- A fingerprinting affidavit (along with the applicable Schedule A and/or B) **MUST** be attached for all vendor employees who will have direct contact with SBISD students.
- If the vendor is an individual, not a company, he/she must still provide a fingerprinting affidavit if he/she will have direct contact with SBISD students.
- To add an employee, click the hyperlink (blue text).

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Employee Information

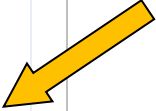
First Name	<input type="text"/>
Last Name	<input type="text"/>
Driver's License #	<input type="text"/>
Driver's License State	<input type="text" value="TX"/>
Birthdate	<input type="text"/> (mm/dd/yyyy)
Gender	<input type="text" value="Female"/>
SSN	<input type="text"/> (XXX-XX-XXXX)
Employee Home Street Address	<input type="text"/>
Employee Home City	<input type="text"/>
Employee Home State	<input type="text" value="TX"/>
Employee Home Zip Code	<input type="text"/>
Phone Number	<input type="text"/> (XXX-XXX-XXXX)

Construction	<table border="1"> <tr> <td data-bbox="415 107 730 256">General Contractor</td> <td data-bbox="730 107 1003 175"> <input type="radio"/> Yes <input checked="" type="radio"/> No </td> </tr> <tr> <td data-bbox="415 175 730 256">Sub-Contractor</td> <td data-bbox="730 175 1003 256"> <input type="radio"/> Yes <input checked="" type="radio"/> No </td> </tr> </table>		General Contractor	<input type="radio"/> Yes <input checked="" type="radio"/> No	Sub-Contractor	<input type="radio"/> Yes <input checked="" type="radio"/> No																		
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Sub-Contractor	<input type="radio"/> Yes <input checked="" type="radio"/> No																							
Licensed Professional	<input type="radio"/> Yes <input checked="" type="radio"/> No																							
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Select your Project Site(s)	<table border="1"> <thead> <tr> <th data-bbox="415 505 751 565">Services Offered</th> <th data-bbox="751 505 1373 565">Location(s) <i>Ctrl+Click for multiselect</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="415 565 751 824"> <input type="text"/> </td> <td data-bbox="751 565 1373 824"> <table border="1"> <tr><td>District-Wide</td><td><input type="checkbox"/></td></tr> <tr><td>Academy of Choice</td><td><input type="checkbox"/></td></tr> <tr><td>Administration Building</td><td><input type="checkbox"/></td></tr> <tr><td>Agricultural Center</td><td><input type="checkbox"/></td></tr> <tr><td>Athletics Office</td><td><input type="checkbox"/></td></tr> <tr><td>Bear Blvd School</td><td><input type="checkbox"/></td></tr> <tr><td>Bendwood Campus</td><td><input type="checkbox"/></td></tr> <tr><td>Buffalo Creek Elementary</td><td><input type="checkbox"/></td></tr> </table> </td> </tr> <tr> <td colspan="2" data-bbox="415 824 1373 911"> <div style="text-align: right;"> <input type="button" value="Add Project"/> </div> </td> </tr> </tbody> </table>		Services Offered	Location(s) <i>Ctrl+Click for multiselect</i>	<input type="text"/>	<table border="1"> <tr><td>District-Wide</td><td><input type="checkbox"/></td></tr> <tr><td>Academy of Choice</td><td><input type="checkbox"/></td></tr> <tr><td>Administration Building</td><td><input type="checkbox"/></td></tr> <tr><td>Agricultural Center</td><td><input type="checkbox"/></td></tr> <tr><td>Athletics Office</td><td><input type="checkbox"/></td></tr> <tr><td>Bear Blvd School</td><td><input type="checkbox"/></td></tr> <tr><td>Bendwood Campus</td><td><input type="checkbox"/></td></tr> <tr><td>Buffalo Creek Elementary</td><td><input type="checkbox"/></td></tr> </table>	District-Wide	<input type="checkbox"/>	Academy of Choice	<input type="checkbox"/>	Administration Building	<input type="checkbox"/>	Agricultural Center	<input type="checkbox"/>	Athletics Office	<input type="checkbox"/>	Bear Blvd School	<input type="checkbox"/>	Bendwood Campus	<input type="checkbox"/>	Buffalo Creek Elementary	<input type="checkbox"/>	<div style="text-align: right;"> <input type="button" value="Add Project"/> </div>	
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<input type="button" value="Create"/>	<p><i>Click "Create" to add the employee to the system.</i></p>																							



Provide a description of the service that this person is providing to the District.

Select "Add Project" to assign the employee to a project and location before you click create.



Click "Create" to add the employee to the system.




The employee has been added.

- [Click here to add an Appendix-A File](#)
- [Click here to add an Schedule-B File](#)
- [Click here to add another Employee](#)

[Click here to return to the menu](#)

- Appendix - A is the **SBISD Certification of Criminal History Record Information Review by Contractor – Employer, Appendix A** (also known as the Fingerprinting Affidavit). This document must be completed by the vendor and notarized before being uploaded to the site.
- Schedule A/B is the list of employees who will be on an SBISD campus/department. Schedule A is for employees *who were hired before January 1, 2008*. Schedule B is for employees *who were hired after January 1, 2008*.
- A fingerprinting affidavit (along with the applicable Schedule A and/or B) **MUST** be attached for all vendor employees who will have direct contact with SBISD students.
- To add additional employees, click the hyperlink (blue text).
- If no other employees will be visiting an SBISD campus/Department, click “**Log Off**” at the top of the screen.



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Select and submit Appendix A below

Company Name	username
Current File	
Add File	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="button" value="Submit Appendix A"/>

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Select and submit Schedule B below

Company Name	username
Current File	
Add File	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="button" value="Submit Schedule B"/>

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Company Contact Information

Company Name
Silver Jems
Address
1031 Witte Rd
Houston, TX 77055
Company Contact
Barbara Robillard
brobillard@gmail.com
[Edit Contact Information](#)

Tasks

[Add Employee](#)
[Add Subcontractor](#)

You need to submit the files Appendix A and Schedule B

[Add Appendix-A](#)
[Add Schedule-B](#)

Reports

Employee

[View All](#)
[View Approved](#)
[View Pending](#)
[View Processing](#)
[View Denied](#)

SubContractors

[View SubContractors](#)
[View Pending SubContractors](#)

All employees that will be on-site at a Spring Branch ISD building must be added to your employee list so that a criminal history background check can be processed.

FOR GENERAL AND SUB CONTRACTORS ONLY

- General Contractors must add all subcontractors that will be working on SBISD property.
- The General Contractor must log in, and select **Add Subcontractor**



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[Add Schedule-B](#)

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SubContractors
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[View Pending SubContractors](#)

All employees that will be on-site at a Spring Branch ISD building must be added to your employee list so that a criminal history background check can be processed.

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Welcome username! [[Log Off](#)] [[Change Password](#)]

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Add Sub-Contractor

Enter the sub-contractor's Tax Identification Number (SSN for individuals) and company name.

Company Name	<input type="text"/>
Company TIN	<input type="text"/>

Save

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- Enter the Sub-Contractor's Company Name and Tax Identification Number
- Click Save

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Subcontractor Added

The company has been successfully added to your sub-contractor list. They will need to register their company with the following credentials

Taxpayer Identification: 66-6656541

Vendor ID: 900116



This number must be given to the Subcontractor in order for them to register their employees in the Electronic Criminal History System

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- All subcontractors that will be on-site at a Spring Branch ISD building must be added to your subcontractor list so that a criminal history background check can be processed.
- Subcontracts are to use the Vendor ID (see above) as provided by the General Contractor to **Register** in the Electronic Criminal History System along with their Tax Identification Number.
- Subcontractors should then add any/all of their employees that will be on an SBISD campus/department.

WHAT'S NEXT?

- Please allow 7 to 10 business days for background check results.
- Need additional assistance?



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Click here to send an email for assistance.

Please enter preferred contact email.	<input type="text"/>
Please enter your name here.	<input type="text"/>
Please enter preferred contact phone number.	<input type="text"/>
Please enter the email subject/title.	<input type="text"/>
Enter email message here.	<input type="text"/>

[Send Email](#)

HOW TO LOG ON TO THE ELECTRONIC CRIMINAL HISTORY PROCESS SYSTEM



Welcome to SBISD Electronic Criminal History Process

Before entering into a contract with the SBISD District, a person or business must give notice to the District if the person or an owner or operator of the business has been convicted of a felony. The District may terminate a contract with a person or business if the District determines that person or business failed to give such notice or misrepresented the conduct resulting in the conviction.

The entity shall certify to the District it has received all of the criminal history record information required. The service contractor shall also certify that it will take the required steps to ensure that the conditions or precautions that have resulted in a determination that any person is not a covered contract employee continue to exist throughout the time that the contracted services are provided. The entity shall certify to the District it has obtained all required criminal history record information through the Texas Department of Public Safety's Fingerprint-based Applicant Clearinghouse of Texas (FACT) and certify to the District that the service contractor does not have a disqualifying criminal history. (Per Texas Education Code- Section 22.0834.)

Independent contractors do hereby consent to the use of any and all information provided in the application process to be used in the criminal history/background check. Independent contractors shall notify the Purchasing Department within three business days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony and any offense involving moral turpitude.

Please [contact us](#) if you require further assistance.

Vendor Registration: [Register](#)

- To Register for the Electronic Background Check [click here](#)
- To Logon to the Electronic Background Check [click here](#)



**Only vendors who
have already
registered may
logon.**

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Log On

Please enter your username and password.

If you do not have an account and are an approved vendor or a sub-contractor of an approved vendor [click here to register](#)

Account Information

User name

Password

[Forgot your password? Click here](#)



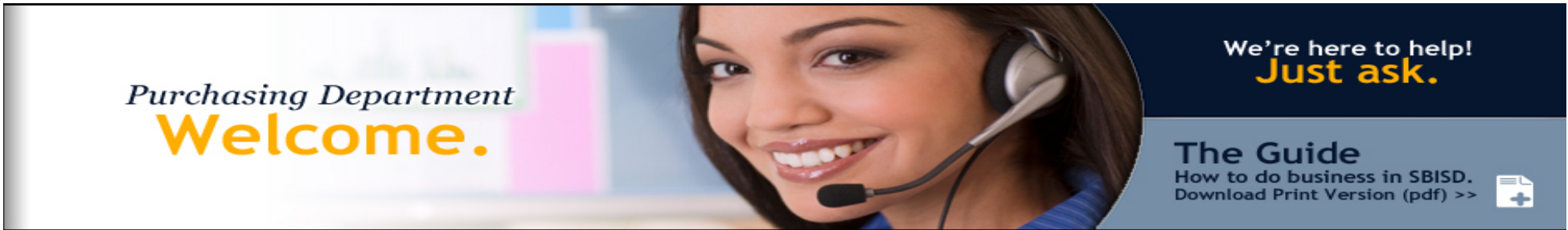
*Click here if you
have forgotten your
username and/or
password.*

Log On

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- SBISD personnel use their log on username and password
- Vendors use the username and password that was created and entered when registering for the Electronic Criminal History Process
 - If you click “[Forgot your password...](#)” you can email SBISD to obtain your username and password. If you have forgotten your password, a temporary reset of your password can be retrieved by phone during normal business hours.
- Click “**Log On**”.

VENDOR'S VIEW



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Tasks

[Add Employee](#)
[Add Subcontractor](#)

You need to submit the files Appendix A and Schedule B

[Add Appendix-A](#)
[Add Schedule-B](#)

Reports

Employee

[View All](#)
[View Approved](#)
[View Pending](#)
[View Processing](#)
[View Denied](#)

The vendor may use these links to view the status of his/her employees' background checks.

SubContractors

[View SubContractors](#)
[View Pending SubContractors](#)

All of vendor's employees that will be on-site at a Spring Branch ISD building must be added to your employee list so that a criminal history background check can be processed. Employees with the status of approved can obtain their SBISD Contractor ID Badge by going to the Spring ISD Police Department, at 9009 Ruland, Houston, Texas 77055, with their Texas Driver's License\Texas ID Card.

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Employee	Last Name	First Name	Employee DOB	Company	Status	Affidavit Status	Date Created
Edit Details	Robillard	Barbara	4/2/1955	Silver Jems	Approved		12/15/2014



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APPROVED – The employee’s background check has been processed and approved by the Police Department. The employee can now obtain their SBISD badge by going to the SBISD Police Department, at 9009 Ruland Rd., Houston, TX 77055, with a valid government-issued identification card (Driver’s License or State ID Card).

PROCESSING – Employee has been entered into the system correctly. SBISD Personnel must contact the Purchasing Department and request that the background check be processed.

NOTE: *The Purchasing Department must receive the request to process from District personnel, NOT the vendor.*

PENDING – The employee background check has been submitted to the Police Department and is awaiting approval.

DENIED – The employee’s background check has been processed and has returned a negative finding. ***The employee, not the company, must contact the Police Department for any additional information.***