



ELECTRONIC BACKGROUND CHECK PROCESS

VENDOR'S PROCESS

To register, please follow the three easy steps below:

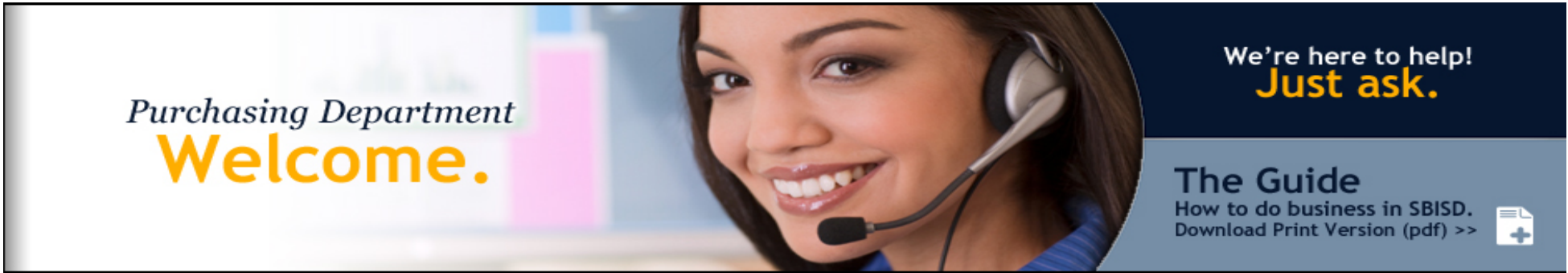
- ✓ From Spring Branch ISD's website click [ENGAGE](#)
- ✓ Click Doing Business with SBISD
- ✓ Click [Background Checks](#)

Existing vendors click log on.

1. **Vendors must have a W-9 and Payment Authorization Form on file with Purchasing, BEFORE a vendor number can be provided by the hiring campus/department.**
2. **Vendors who have never registered in 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. All General Contractors must ensure an electronic background check has been completed on its employees and subcontracted employees.**
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 hiring campus/ department when additions are made for processing.**
4. **An Appendix A (fingerprinting affidavit) along with the applicable Schedule A and/or B, MUST be attached for all vendor employees who will have been fingerprinted and will have direct contact with SBISD students.**

Definitions:

- 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.



Welcome to SBISD Electronic Background Check 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.

- 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	XXXXXX	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="text"/>	
*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"/>	(XXX-XXX-XXXX)
*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	<input type="text" value="Mother's Maiden Name"/>	
*Security Answer	<input type="text"/>	

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

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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 AN Schedule FILE](#)

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

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- 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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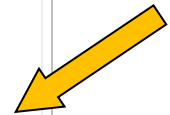
Employee Information

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	<input type="radio"/> General Contractor <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Sub-Contractor <input type="radio"/> Yes <input type="radio"/> No	
Licensed Professional	<input type="radio"/> Yes <input type="radio"/> No	
Scope of Work	<div data-bbox="436 362 798 527" style="border: 1px solid #ccc; padding: 5px;"> <input type="text"/> </div> <div data-bbox="798 362 1239 527" style="border: 1px solid #ccc; padding: 5px;"> <input type="text"/> </div> <div data-bbox="798 495 1239 527" style="border: 1px solid #ccc; padding: 2px;"> max (255 characters) </div>	
Select your Project Site(s)	Services Offered <input type="text"/>	Location(s) <i>Ctrl+Click for multiselect</i> <div data-bbox="791 630 1239 868" style="border: 1px solid #ccc; padding: 5px;"> <input type="text"/> District-Wide Academy of Choice Administration Building Agricultural Center Athletics Office Bear Blvd School Bendwood Campus Buffalo Creek Elementary </div> <div data-bbox="1365 893 1512 958" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Add Project </div>
<div data-bbox="105 1031 210 1088" style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Create </div>		



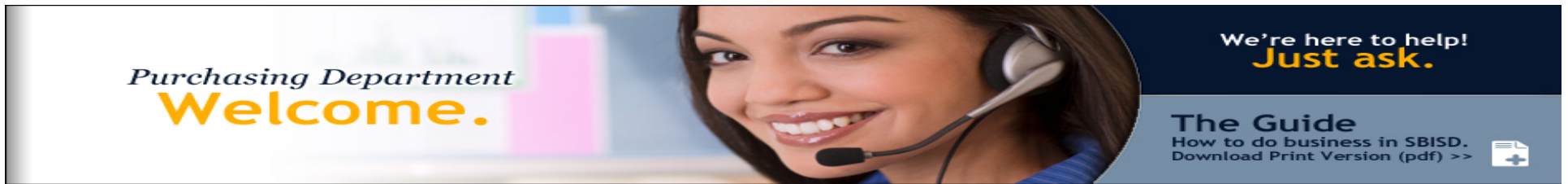
Provide **a description** of the service that this person is providing to the District.



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 File](#)
- [Click here to add another Employee](#)

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

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- 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	Test Company
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 below

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

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You have successfully registered an account for Background Check.

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.

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GENERAL CONTRACTORS AND SUBCONTRACTORS

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- 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 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"/>

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

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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](#)



Please submit the Appendix A and applicable Schedule.

[Add Appendix-A \(Background check Certification\)](#)

[Add Schedule-A/B](#)

Reports

Employee

[View All](#)

[View Approved](#)

[View Pending](#)

[View Processing](#)

[View Denied](#)

SubContractors

[View SubContractors](#)



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

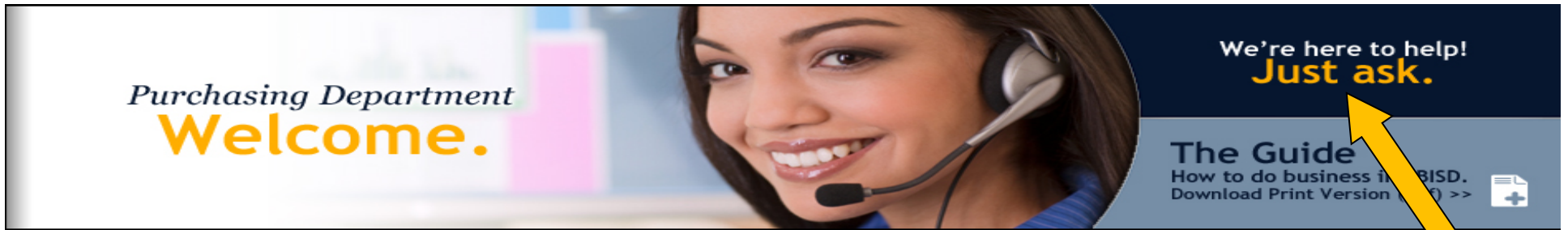


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- *All subcontractors that will be on-site at a Spring Branch ISD building must be added to your subcontractor list so that a background check background check can be processed.*
- Subcontracts are to use the Vendor ID (see above) as provided by the General Contractor to **Register** in the Electronic Background Check 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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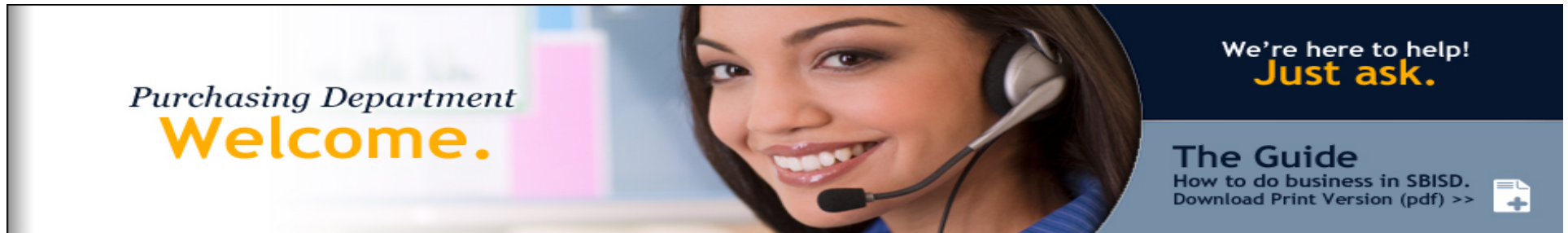
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Click here to send an email for assistance.

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"/>

HOW TO LOG IN TO THE ELECTRONIC BACKGROUND CHECK PROCESS



Welcome to SBISD Electronic Background Check 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.

- 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 log on.**

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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](#)

Log On

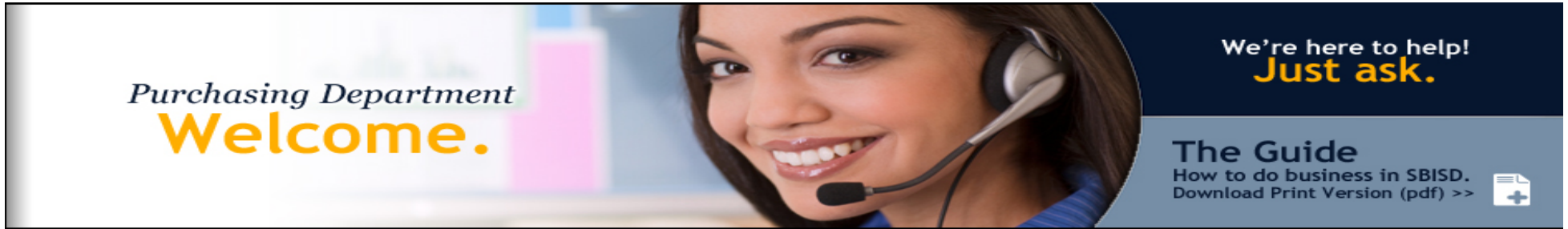
*Click here if you
have forgotten your
**username and/or
password.***



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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...](#)” an email will be sent to SBISD to obtain your username. 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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Company Contact Information Company Name Test Company Address 955 Campbell Houston, TX 77028 Company Contact John Doe john.doe@springbranchisd.com Edit Contact Information	Tasks Add Employee Add Subcontractor Please 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
--	--

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

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. Employees with the status of **approved** can obtain their SBISD Contractor ID Badge by going to the Spring Branch ISD Police Department, at 9009 Ruland, Houston, Texas 77055, with their **Government issued ID card with photo.**

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Employee	Last Name	First Name	Employee DOB	Company	Status	Affidavit Status	Date Created
Edit Details	Robillard	Barbara	4/30/1955	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 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.

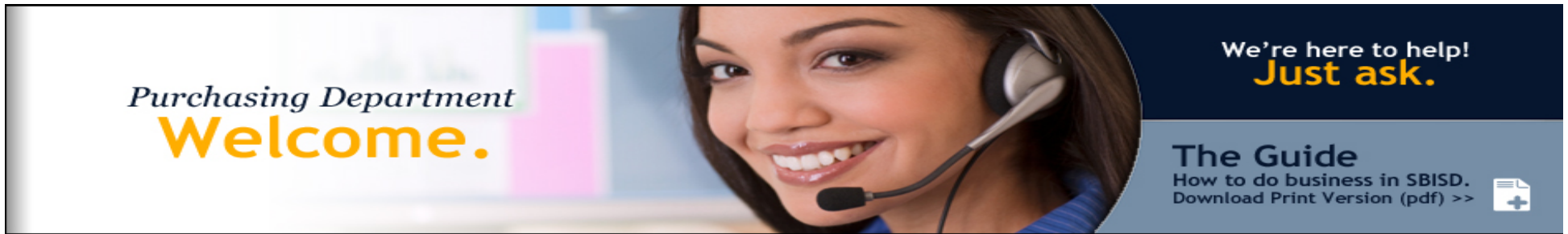
NOTE: *The Purchasing Department must receive the request to process from District personnel, NOT the vendor.*

EXPIRED- All employee background check statuses are expired annually and will remain until a request for the employees return is received.

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.*

SBISD PERSONNEL VIEW



Control Panel

Search By Company

Gang Response Intervention Prevention Services ▼

Search By Employee Last Name

Search By TDL

Search By SSN

Search

Companies

[View Company List](#)

Employees

[View All](#)

[View Approved](#)

[View Pending](#)

[View Processing](#)

[View Denied](#)

[View Expired](#)

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- Select the company from the drop down menu.
- Click Search.
- The results will show all employees for that company that have been entered in the system and their results.