

Substitute teacher fingerprinting instructions

State law requires all new school employees to be fingerprinted, including substitute teachers. Therefore, if you are approved to substitute teacher in Commerce or anywhere in Texas, you must complete the criminal record check form and follow the process. We will upload your information to the state and you should receive an email containing a FAST PASS at the email address you provided.

After you receive your FAST PASS, please go online at www.identogo.com or call MorphoTrust at 1-888-467-2080 to schedule your appointment.

Fingerprinting locations are in Greenville, Paris and throughout the metroplex. The total cost of fingerprinting is \$47. A fee of \$10 is charged when you schedule your appointment online at www.identogo.com with a credit or debit card. The \$37 fee must be paid at the fingerprinting location with a check or money order.

Please take your Fast Pass and driver's license with you to your fingerprinting appointment. Your photo will be taken. Bring your receipt to the CISD Personnel Office to confirm that you have completed the requirement.

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