

Santa Rosa ISD

Fingerprinting Process

Once the applicant has been approved by the board and/or superintendent and applicant accepts the job, HR initiates the fingerprinting process. Fingerprinting is required by TEA for all District personnel. Below is the process for fingerprinting:

1. HR submits an upload with applicant's information:
 - a. Upload Type: C for Certified or NC for Non-Certified
 - b. Last Name
 - c. First Name
 - d. Middle Name
 - e. Social Security Number
 - f. Date of Birth
 - g. Email
 - h. Phone Number
2. HR will receive an Upload Status through TEAL within about 8 hours.
3. Applicants that already have fingerprints done will show an "FB Complete" next to their name. These applicants start the paperwork process once we have established that their fingerprinting is complete and the District may subscribe to them.
4. Applicants that are not fingerprinted will show "Pre-Enrolled" next to their name.
5. Applicants that are Pre-Enrolled will receive an email from IndentoGo, which is an approved DPS vendor.
6. Applicant must schedule an appointment through IndentoGo to get fingerprinted.
7. The total fingerprinting fee is \$50.25. A valid phot ID is required at the time of appointment.
8. Once the fingerprinting is complete, the District subscribes to the applicant's fingerprinting, and the applicant brings his/her fingerprinting receipt for their personnel file and commence paperwork for employment.