



National Criminal History Background Check Instructions

CONSTRUCTION BADGES

All contractors/vendors who will have continuing duties related to contracted services performed on an occupied and/or unoccupied MISD site, are subject to a national background check review prior to engaging in work for the district.

1) Select Construction Background Application on this link:

<http://www.mansfieldisd.org/departments/purchasing/background-check-and-other-forms>

2) Complete each section of the attached form and return by email to Pamela Hoffman, Bond Dept. at pamelahoffman@misdmail.org or drop off at the Facilities & Operations building at 203 Hillcrest St., Mansfield, TX 76063.

3) Once the application has been received you will be notified by email of the next steps in the process. If fingerprinting is required, you will receive an email with instructions to schedule the appointment. Appointment hours are 8:30a – 3:30p, Mon. – Fri. and will take approximately 10 minutes.

4) The location for fingerprinting is at the MISD Administration building at 605 E. Broad St., Mansfield, TX 76063 with Cindy Medina, 817.299.2798. Or you may make an appointment with any Identigo facility that is closer to your location.

5) Once appointment is made through Identigo, you will receive your fee amount to be paid. If paying by check, make the check out to Idemia for \$45.75 each separately. (Each person being printed must have their own form of payment.) If paying by credit/debit card the fee is \$46.71. All payments are made to Idemia.

Please Note: Badges expire after 1 year. If you need to renew your badge, contact Pamela Hoffman at pamelahoffman@misdmail.org or 817.299.6391. If you lose your badge a \$5.00 fee will be charged to get a new one.

6) Results of fingerprinting will be received by Mansfield ISD approximately 2 – 3 business days after printing is complete. The applicant will be notified by email. He/She will proceed to the MISD Police Department located at 1522 N. Walnut Creek Dr., Mansfield, to have their picture taken for their badge. This can be done anytime as the department is open 24/7.

7) Badges must always be worn while working on district property.



**National
Criminal Background Check
CONSTRUCTION APPLICATION**

Vendor Name: _____

Street Address: _____

City, State, Zip: _____, _____ _____

Subcontractor to: _____

Primary Contact: _____ Phone #: _____

e-Mail Address: _____

Product /Service being Provided: _____

Project Start Date: _____

Complete one section below for each employee who will work on MISD campuses. (Attach additional sheet if necessary.)

EMPLOYEE #1	DATE OF BIRTH	SOCIAL SECURITY NUMBER
_____ _____ State _____	_____ / / _____ - - -	_____ - - - _____
DRIVERS LICENSE NUMBER	PHONE NUMBER	E-MAIL ADDRESS
_____ State _____	_____ - - -	_____
EMPLOYEE #2	DATE OF BIRTH	SOCIAL SECURITY NUMBER
_____ _____ State _____	_____ / / _____ - - -	_____ - - - _____
DRIVERS LICENSE NUMBER	PHONE NUMBER	E-MAIL ADDRESS
_____ State _____	_____ - - -	_____
EMPLOYEE #3	DATE OF BIRTH	SOCIAL SECURITY NUMBER
_____ _____ State _____	_____ / / _____ - - -	_____ - - - _____
DRIVERS LICENSE NUMBER	PHONE NUMBER	E-MAIL ADDRESS
_____ State _____	_____ - - -	_____

Facility where Services will be Performed: _____
(If multiple, state "Multiple") _____

Once the above information is completed, return form to pamelahoffman@misdmail.org.

INFORMATION BELOW TO BE COMPLETED INTERNALLY

Bond/Construction Projects: _____ / _____ / _____
Vendor BLUE Badge Associate Superintendent of Bond & Facilities Date
Construction RED Badge