

SUBSTITUTE REQUIRED FINGERPRINTING CHECK LIST

Please read this entire page before making your fingerprinting appointment. As a Substitute for the Denton ISD, whether certified or non-certified, you have been identified by the State of Texas requiring fingerprinting. Following is information regarding this requirement.

The State of Texas has contracted with an outside vendor, L-1, to process required fingerprinting. Upon receipt of your FAST (Fingerprint Applicant Services of Texas) Form, **you must schedule an appointment by calling L-1 direct at 1-888-467-2080.** **Do not** make an appointment by using the online tool even though the FastPass advises this can be done; you **must call** and make your appointment over the phone. **Please do not make your appointment for the Denton ISD site as we are not authorized to fingerprint substitutes at this location. See below for area locations to use.**

To schedule an appointment over the phone:

Phone number 1-888-467-2080

- Option 1 for English or follow the prompt for Spanish
- Option 4 to schedule an appointment

Please have available the following **mandatory** information in order to schedule your appointment:

- ✓ Your FAST Form
 - ✓ Last Name, First Name, Middle Name
 - ✓ Complete Address (street address, city, state, zip)
 - ✓ Home Phone (phone number where you can be reached; can be cell)
 - ✓ Date of Birth
 - ✓ Gender
 - ✓ Height
 - ✓ Weight
 - ✓ Race
 - ✓ Hair Color
 - ✓ Eye Color
 - ✓ Place of birth (US state or foreign country of birth)
 - ✓ Country of Citizenship
 - ✓ Driver's License or State Issued ID Number
 - ✓ Issuing State of Driver's License or State Issued ID
 - ✓ Driver's License Type or Class
 - ✓ Payment type: Credit Card only accepted on phone; check or money order only accepted at vendor location.
- PLEASE CONFIRM THE VENDOR COST WHEN MAKING YOUR APPOINTMENT, THIS FEE IS IN ADDITION TO THE ONLINE SBEC FEE.**

It is **VERY IMPORTANT** that you bring back the receipt received after your fingerprinting to the Substitute Coordinator's Office for Denton ISD. Without this receipt as proof of your fingerprinting, you will not be able to be a substitute teacher for Denton ISD.

Local area L-1/IBT locations where you will be fingerprinted once you call to make your appointment:

L-1 Enrollment Services	Park Board Office Building	Sylvan Learning Center
650 Edmonds, Suite 107	808 South College Street, Suite 122	3311 Preston Road, Suite 9
Lewisville, TX 75067	McKinney, TX 75069	Frisco, TX 75034
M-F, 8:00a-4:30p	M-F, 8a-4:30p	M-Sat, hours vary

Additional vendors are throughout the DFW north central Texas area; ask about others when calling to make your appointment if you do not wish to use any of the ones listed above. **Please do not make your appointment for the Denton ISD site.**