Vendor Criminal Background Check Process

1. Vendor submits contract request and the contract obtains District approval
   You will receive a Board Awarded Bid Contract upon approval by the Purchasing Department via email. If you do not receive an email, contact the Purchasing Department at 281-985-6586.

2. Vendor completes and submits Aldine ISD Criminal Background Check Form
   Log on to www.aldineisd.org, click on Administrative Forms, click on Criminal Background Check, then click on Criminal Background Check to complete the form.

3. Vendor starts the fingerprint process, by completing the form in this link
   You will receive a call from the Fingerprint Department to confirm your appointment after the form is completed. Aldine ISD is an IdentoGo location for Aldine approved vendors.

4. Vendor will be notified of vendor approval status from the requesting campus/department
   If you have questions about the status of the approval, contact the campus/department who is requesting your services.

5. Vendor should be prepared to submit a picture for the ID badge
   The requesting campus/department will request an appropriate headshot to complete the ID badge process.

Reminders:
Fingerprint Costs:
- Cash is NOT accepted
- Personal Checks are NOT accepted
- $38.25 (Money Order or Cashier’s Check – made payable to Idemia)
- $39.05 (Credit/Debit Card)
  - The credit/debit card holder must be present at the time of the fingerprint appointment
- The fee is due at the time of the fingerprint appointment at the IdentoGo location