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.

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.

Vendor starts the fingerprint process, by completing the form in this link. Once you submit the Criminal Background Authorization Form, you will receive a service code and a link to schedule your fingerprint appointment.

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

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 281-985-6388.

Vendor completes and submits Aldine ISD Criminal Background Check Form. Vendor is scheduled at DPS approved location.

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.