

August 4, 2009

## **Substitute teacher fingerprinting instructions**

State law now requires all new school employees, including substitute teachers, to be fingerprinted. Therefore, if you are approved to substitute teach in Commerce or anywhere in Texas, you must complete the criminal record check form. We will upload your information to the state and certified subs can log on to SBEC online ([www.sbec.state.tx.us](http://www.sbec.state.tx.us)) to receive their Fast Pass and then go to the L1 website at [www.ibtfingerprint.com](http://www.ibtfingerprint.com) (or call toll free 888-467-2080) to schedule their fingerprinting appointment. Non-certified subs will receive a Fast Pass from our office and then must schedule an appointment through the website or using the toll-free number.

Fingerprinting locations are in Greenville, Paris and throughout the metroplex. Cost for non-certified subs is \$50.20, check or money order, paid to the fingerprinting technician at the time of the scheduled appointment. Certified subs pay \$42.25 via credit card on SBEC online when they access their Fast Pass. At the time of the scheduled appointment, certified subs pay \$9.95 via check or money order to the fingerprinting technician.

Please take your Fast Pass and driver's license with you to your fingerprinting appointment. Your photo will be taken. Bring your receipt to the Personnel Office to confirm that you have completed the requirement.