

Brownsville ISD Criminal Background Check Packet

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Instructions 1



The University of Texas
Rio Grande Valley
.....
Office of Field Experiences

Greetings,

Our records show you have selected Brownsville Independent School District (BISD) as your district of choice. Brownsville ISD requires that you complete a Criminal Background Check (CBC). The CBC will be conducted by the Brownsville ISD HR Department. Instructions are as follows.

1. Go to www.bisd.us
2. Click on **Department** tab drop down menu, and select Human Resources
3. From the menu in the Human Resources page, click on Campus Clearance
4. From the Campus Clearance page, on the top right side, Click on Campus Clearance Application to begin
5. When completing application be sure to select **Student Teacher/Observer/Faculty Staff** for "Applicant Type"
6. Make sure to input your **UTRGV email** for follow-up.
7. BISD will be forwarding your Campus Clearance Letter to OFE. Call OFE to follow-up after 3 days

Please note: fingerprinting are not required. Any questions related to the **application and background check submitted through the BISD website**, please contact Ms. Herica Rios, HR Officer at (956) 698-1376.

The failure to submit said application through the BISD website may result in a delay in your placement.

Should you have any questions, please feel free to contact our office at 956-882-4139 or 956-665-5910. We look forward to your participation.

Thank you,

Office of Field Experiences

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(956)882-4139

Edinburg Campus
Education Complex 2.202
(956)665-5910

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