



**TEXAS DEPARTMENT OF PUBLIC SAFETY  
CRIME RECORDS DIVISION  
Access & Dissemination Bureau**



## **Employment Review**

### **PROCEDURE FOR REVIEW OF PERSONAL CRIMINAL HISTORY RECORD INFORMATION**

It is the policy of the Texas Department of Public Safety (DPS) that an individual or their authorized representative have access to and may receive a copy of their criminal history record information (CHRI). This policy is in compliance with the Texas Government Code, Section 552.023.

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**FINGERPRINTS SUBMITTED ELECTRONICALLY TO DPS:** The DPS has entered into an exclusive contract with the fingerprinting vendor to provide statewide electronic fingerprinting through DPS FAST locations operated by Identogo. Fingerprint Applicant Services of Texas (FAST) are available by scheduling an appointment on-line at <https://uenroll.identogo.com/workflows/11HRZF> or by calling 1-888-467-2080. DPS FAST locations operated by Identogo are committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. The cost of this service is \$10.00 plus a \$15.00 fee for the CHRI. The results will be mailed or emailed to the address provided by the individual.

**If you need a FBI Personal Review paste the following link into an internet browser:**

<https://www.edo.cjis.gov>

**PLEASE NOTE:** The Texas Department of Public Safety will not send fingerprint results for any fingerprints that are over 30 days old. Please contact DPS within 14 days from the date you were fingerprinted if you have not received your fingerprint results.

### **SCHEDULING YOUR FINGERPRINT APPOINTMENT:**

Fingerprint Applicant Services of Texas (FAST) are available by scheduling an appointment on-line at <https://uenroll.identogo.com/workflows/11HRZF> calling 1-888-467-2080.

#### **When Scheduling Online:**

1. Select **Schedule Appointment**.
2. Select **Delivery Option**.
3. Enter the **Designated Recipient's Information**.
4. Follow the prompts to enter requested information.

\*Please keep your receipt for the UE ID #\* (See #5 of “**Your Fingerprint Appointment**”)

#### **When Scheduling Over The Phone:**

1. Have the Texas Fingerprint Service Code form before calling.
2. You will be prompted to enter the service code.
3. The service code for an employment personal review is **11HRZF**.
4. The call center operator will ask you for your demographic information, i.e. Date of Birth, Sex, Race, Ethnicity, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address.
5. Select a location nearest to you for your fingerprint appointment.

6. Once you have scheduled your appointment you are not required to bring the service code form to your appointment.

### **YOUR FINGERPRINT APPOINTMENT:**

1. Arrive at your scheduled appointment with your photo identification and fee payment.
2. If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here:  
[http://www.dps.texas.gov/administration/crime\\_records/docs/ProveIdForFingerprinting.pdf](http://www.dps.texas.gov/administration/crime_records/docs/ProveIdForFingerprinting.pdf)
3. Social Security number is optional. To have your Social Security number printed on your Criminal History results, you must provide this information at the time of fingerprinting.
4. The fingerprinting vendor accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.  
*\*Please note that personal checks and cash will not be accepted.*
5. Your fingerprints will be submitted electronically to DPS. You will not receive a printed fingerprint card.
6. At the conclusion of your appointment, the enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
  - a) **Do not throw away the receipt. You will need the UE ID # if you chose the email option.**
  - b) You may check status on your submission by clicking on this link:  
<https://uenroll.identogo.com/workflows/11HRZF>

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety in accordance with applicable statutes.

**FINGERPRINTS SUBMITTED BY MAIL THROUGH THE FINGERPRINTING VENDOR:** The following process must be followed to submit fingerprint hard cards to the fingerprinting vendor. The results will be mailed or emailed to the designated recipient provided by the individual. If you have any questions, please call (512) 424-2474 option 2.

### **1. COMPLETE THE FINGERPRINT CARD:**

Following information regarding person whose record is to be searched, must be completed on the fingerprint card:

- a) Printed last name, first name, middle name of individual, including all alias names.
- b) Sex, race, date of birth.
- c) Social Security number is optional. To have your Social Security number printed on your Criminal History results, you must provide this information on the fingerprint card.
- d) Complete, legible set of fingerprints on a DPS approved fingerprint card which may be obtained from a law enforcement agency or FAST provider near you. Visit <https://uenroll.identogo.com/workflows/11HRZF> or call 1-888-467-2080 to locate a FAST provider near you. **Individual's signature must be on the fingerprint card.**

The cost for obtaining an ink card may vary and is not included in the Texas Background check fingerprint registration process or fee. Cards must be mailed to the vendor, fingerprints cannot be submitted electronically from outside the State of Texas.

## 2. PRE-ENROLL YOUR FINGERPRINT:

### **Online Registration:**

- a) You may begin the process now by clicking on this link: <https://uenroll.identogo.com/workflows/11HRZF>
- b) Choose “Submit a fingerprint card.”
- c) Select “Pay for Ink Card Submission” button and complete all required fields on the following page.
- d) Complete payment screen. Payment may be made online by credit card or a coupon code only.
- e) Print the authorization letter containing a bar code.
- f) Sign the authorization letter and fill in contact information.

### **Telephone Registration:**

- a) You may contact the fingerprinting vendor at 1-888-467-2080.
- b) The fingerprinting vendor will prompt you for the Service Code.
- c) The service code for an employment personal review is **11HRZF**.
- d) Inform the representative that you wish to pre-enroll for a “hard card submission.”
- e) Once payment is complete a summary confirmation document will be emailed to you.
- f) Print the confirmation document, sign the authorization letter and fill in the contact information.

## 3. SUBMISSION:

When the payment is completed, you will receive an authorization letter (barcode) which will include the mailing address to Identogo. Print, read, and complete the authorization letter. The following will need to be mailed; completed fingerprint cards and authorization letter.



**IdentoGO**  
By MorphoTrust USA

Texas Fingerprint Service Code Form

Personal Review - Employment

**Service Name: Personal Review – Employment**

To schedule your ten-minute fingerprint appointment, simply visit  
**<https://uenroll.identogo.com>** and enter the following Service Code

**11HRZF**

Background Check Authorization

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.



Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080