



TEXAS DEPARTMENT OF PUBLIC SAFETY

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CRIME RECORDS SERVICE



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March 5, 2013

To Whom It May Concern:

The Texas Department of Public Safety has changed its procedure in regard to the way criminal history record checks will be submitted. We will no longer be accepting requests and payments for Personal Criminal History Records (TXIReview), Adoptions (International/Domestic), or Immigrations and Visas. Fingerprint cards, FAST Passes and payments will now be mailed to MorphoTrust in Springfield, Illinois for electronic processing.

Please follow the instructions provided.

Sincerely,

Department of Public Safety
Crime Records Service
Access and Dissemination Bureau

ADOPTION INSTRUCTIONS: (Domestic/International)

FOR PERSONS NEEDING A CRIMINAL BACKGROUND CHECK FOR:

A. ADOPTION-Domestic/International – (If individual is out of state or out of country)

1. Submit a completed fingerprint card – fingerprints can be obtained through local law enforcement agency.

The card must include: full legal name; date of birth; other names used (nicknames; maiden names; etc.) in the alias field; sex; race; Social Security number; and reason fingerprinted (Domestic or International Adoption); date fingerprints were taken; signature of technician taking the prints; and signature of the individual printed. All ten fingerprints are required.

2. Individual needs to go on-line at www.txdps.state.tx.us in order to print out the appropriate instructions. Individual will then need to register their submission at www.identogo.com. Results will be mailed to the address provided by the individual.

3. Submit the required fee – A fee of \$24.95 in the form of a check or money order made out to MorphoTrust is required for this process. (\$9.95 for electronic submission of fingerprints and \$15.00 for Texas check.)

4. Mail fingerprint card and fee to:

MorphoTrust USA
Texas Cardscan Processing
1650 Wabash Avenue, Suite D
Springfield, IL 62704

FOR PERSONS NEEDING A CRIMINAL BACKGROUND CHECK FOR:

B. ADOPTION – Domestic/International – (If individual is in Texas)

1. Individual needs to go on-line at www.identogo.com or call 1-888-467-2080 to set up an appointment to be fingerprinted by FAST (Fingerprint Applicant Services of Texas).

2. Individual should make sure to select "Domestic or International Adoption" for purpose of fingerprinting when making their appointment on-line. (Select "Texas"; Click on "On-line Scheduling"; Click on "Begin Registration"; Enter name; Click "GO"; Click on "All Others"; Click on "Option A"; Click on "No, I do not have a FAST fingerprint Pass"; Select "Domestic or International Adoption"; Click on "Next Step"; and continue to follow instructions. If making appointment by phone, the individual will need to tell the technician that they are being fingerprinted for "Domestic or International Adoption" purposes. This will insure that the individual will receive the notarized letters needed for adoption purposes. Results will be mailed to the address provided by the individual.

3. The cost of this service is \$24.95. (\$9.95 for fingerprinting and \$15.00 for the Texas check.)

FOR PERSONS NEEDING A CRIMINAL BACKGROUND CHECK FOR:

C. ADOPTION – Domestic/International – (If individual is in Austin)

1. Individual may go to the Denson Lobby located at 108 Denson in Austin to be fingerprinted by FAST (Fingerprint Applicant Services of Texas).

2. Individual should make sure to tell the technician at the Denson Lobby that they are being fingerprinted for "Adoption/International Adoption" purposes. This will insure that the individual will receive the notarized letters needed for International Adoption purposes. Results will be mailed to the address provided by the individual, or may be picked up after 3:00 o'clock the following day.

3. The cost of this service is \$24.95. (\$9.95 for fingerprinting and \$15.00 for the Texas check.)

If individual needs a criminal history record check for purposes of the "Dream Act", the individual will most likely only have a matricula card and not the documentation required to be fingerprinted at any of the FAST locations in Texas or at the Denson Lobby. The "Dream Act" request will be handled as "Immigration"; however, the individual will need to mail the information directly to DPS for processing. (Refer to A above.)



TEXAS DEPARTMENT OF PUBLIC SAFETY
CRIME RECORDS SERVICE
Access & Dissemination Bureau



**PROCEDURE TO ACCESS CRIMINAL HISTORY RECORD INFORMATION (CHRI) FOR
PERSON(S) SEEKING TO ADOPT A CHILD WITHIN THE UNITED STATES
(DOMESTIC ADOPTION)**

In accordance with Texas Government Code, Section 411.128, a person seeking to adopt a child under Chapter 162, Family Code, who is ordered by the court to obtain the person's own criminal history record information (CHRI) from the Department of Public Safety under Section 162.0085 Family Code, shall request the information as provided by that section.

FINGERPRINTS SUBMITTED ELECTRONICALLY TO DPS: The DPS has entered into an exclusive contract with MorphoTrust USA 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 www.identogo.com 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 \$9.95 plus a \$15.00 fee for the CHRI. The results will be mailed to the address provided by the individual. If an additional copy of the CHRI is needed, contact the Criminal History Inquiry Unit at (512) 424-5079 Option 4.

FINGERPRINTS SUBMITTED BY MAIL THROUGH MORPHOTRUST USA: The individual or their authorized representative must submit a completed hard card FAST pass form with the individual's signature and fingerprint card to MorphoTrust USA. The results will be mailed to the designated recipient provided by the individual. If you have any questions, please call (512) 424-5079.

1. REGISTER YOUR FINGERPRINT SUBMISSION:

- Follow all instructions listed on the Domestic Adoption FAST Form to register your fingerprint submission by logging on to the IdentoGO Website at www.identogo.com.

2. PAY BY CREDIT CARD OR MAIL IN PAYMENT:

- During your registration you will be provided an opportunity to make your payment by credit card or to elect to mail in the \$24.95 by check or money order made out to MorphoTrust USA with your submission.

3. COMPLETE THE DOMESTIC ADOPTION FAST FORM:

- All the information requested on the form is required. Please print legibly. **Individual's signature must be on the FAST form.**

4. COMPLETED 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, Social Security Number.
 - c) 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 www.identogo.com or call 1-888-467-2080 to locate a FAST provider near you. **Individual's signature must be on the fingerprint card.**

5. SUBMISSION:

- Mail the completed Personal Review FAST Form, completed fingerprint card and payment (if applicable) to:

MorphoTrust USA
Texas Cardscan Processing
1650 Wabash Avenue, Suite D
Springfield, IL 62704



DOMESTIC ADOPTION

Texas Department of Public Safety

This document is your *FAST Fingerprint Pass* for a state criminal history record check. Please pay for your fingerprint submission by visiting <http://www.identogo.com> or by calling 1-888-467-2080. **When scheduling an appointment you will be prompted by Identogo for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth, Driver License Number and Home Address. Requested data is required by the Texas Department of Public Safety to process your background check.** These data elements have been omitted from this document in order to better protect the security of your personal information. You may pay for *FAST* services online with a credit card or by mail with a check or money order only made payable to MorphoTrust USA.

1. Logon to <http://www.identogo.com>
2. Select: **Texas**
3. Select: **Online Scheduling**
4. Select: **English or Espanol**
5. Enter: **First and Last Name**
6. Select: **All Others**
7. Select: **Option A – Electronic Submission**
8. Select: **Yes, I have a FAST Fingerprint Pass**
9. Enter: **TX0000DA**
10. Enter: **Designated Recipient Information**
11. Select: **Pay for Ink Card Submission**
12. Follow the prompts to enter requested information.
13. Write in: **RegID** _____
14. Mail in this completed form with your completed Fingerprint Card to address below.

Section One: Qualified Entity Information

ORI#: [TX0000DA](#)

Original TCN: _____
(If resubmission for rejected fingerprints)

Section Two: Applicant Name (To be completed by applicant)

Last: _____ (Please print) First: _____ (Please print) Middle: _____ (Please print)

Section Three: Waiver Information (To be completed and signed by applicant)

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 Federal Privacy Act (5USC 552a(b)). 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.

Signature: _____ Date: _____

Section Four: Fingerprint Cards and Payment

Your fingerprint cards must include the following personal data: Date of Birth, Sex, Race, Height, Weight, Eye Color, Hair Color, Place of Birth, Home Address, and Social Security Number. Requested data is required by the Texas Department of Public Safety to process your background check. Mail your card and payment (if not paid online) to:

MorphoTrust USA
Texas Cardscan Processing
1650 Wabash Avenue, Suite D
Springfield, IL 62704

RegID: _____
(provided at the end of online registration)

Amount Charged For Service: **\$24.95**__

Paid by: Check/Money Order (mailed in) Credit Card (online)

Applicants wishing to verify that a fingerprint card has been processed may call (888) 467-2080 and speak with a customer service representative. Please allow 3 days from date of mailing before contacting MorphoTrust USA Enrollment Services regarding processing status.



TEXAS DEPARTMENT OF PUBLIC SAFETY
CRIME RECORDS SERVICE
Access & Dissemination Bureau



**PROCEDURE TO ACCESS CRIMINAL HISTORY RECORD INFORMATION (CHRI) FOR
PERSON(S) SEEKING TO ADOPT A CHILD OUTSIDE THE UNITED STATES
(INTERNATIONAL ADOPTION)**

In accordance with Texas Government Code, Section 411.128, a person seeking to adopt a child under Chapter 162, Family Code, who is ordered by the court to obtain the person's own criminal history record information (CHRI) from the Department of Public Safety under Section 162.0085 Family Code, shall request the information as provided by that section.

FINGERPRINTS SUBMITTED ELECTRONICALLY TO DPS: The DPS has entered into an exclusive contract with MorphoTrust USA 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 www.identogo.com 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 \$9.95 plus a \$15.00 fee for the CHRI. The results will be mailed to the address provided by the individual. If an additional copy of the CHRI is needed, contact the Criminal History Inquiry Unit at (512) 424-5079 Option 4.

FINGERPRINTS SUBMITTED BY MAIL THROUGH MORPHOTRUST USA: The individual or their authorized representative must submit a completed hard card FAST pass form with the individual's signature and fingerprint card to MorphoTrust USA. The results will be mailed to the designated recipient provided by the individual. If you have any questions, please call (512) 424-5079.

1. REGISTER YOUR FINGERPRINT SUBMISSION:

- Follow all instructions listed on the International Adoption FAST Form to register your fingerprint submission by logging on to the Identogo Website at www.identogo.com.

2. PAY BY CREDIT CARD OR MAIL IN PAYMENT:

- During your registration you will be provided an opportunity to make your payment by credit card or to elect to mail in the \$24.95 by check or money order made out to MorphoTrust USA with your submission.

3. COMPLETED INTERNATIONAL ADOPTION FAST FORM:

- All the information requested on the form is required. Please print legibly. **Individual's signature must be on the FAST form.**

4. COMPLETED 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, Social Security Number.
 - c) 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 www.identogo.com or call 1-888-467-2080 to locate a FAST provider near you. **Individual's signature must be on the fingerprint card.**

5. SUBMISSION:

- Mail the completed Personal Review FAST Form, completed fingerprint card and payment (if applicable) to:
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Texas Cardscan Processing
1650 Wabash Avenue, Suite D
Springfield, IL 62704



INTERNATIONAL ADOPTION

Texas Department of Public Safety

This document is your *FAST Fingerprint Pass* for a state criminal history record check. Please pay for your fingerprint submission by visiting <http://www.identogo.com> or by calling 1-888-467-2080. **When scheduling an appointment you will be prompted by Identogo for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth, Driver License Number and Home Address. Requested data is required by the Texas Department of Public Safety to process your background check.** These data elements have been omitted from this document in order to better protect the security of your personal information. You may pay for *FAST* services online with a credit card or by mail with a check or money order only made payable to MorphoTrust USA.

1. Logon to <http://www.identogo.com>
2. Select: **Texas**
3. Select: **Online Scheduling**
4. Select: **English or Espanol**
5. Enter: **First and Last Name**
6. Select: **All Others**
7. Select: **Option A – Electronic Submission**
8. Select: **Yes, I have a FAST Fingerprint Pass**
9. Enter: **TX000001A**
10. Enter: **Designated Recipient Information**
11. Select: **Pay for Ink Card Submission**
12. Follow the prompts to enter requested information.
13. Write in: **RegID** _____
14. Mail in this completed form with your completed Fingerprint Card to address below.

Section One: Qualified Entity Information

ORI#: [TX000001A](http://www.identogo.com)

Original TCN: _____
(If resubmission for rejected fingerprints)

Section Two: Applicant Name (To be completed by applicant)

Last: _____ (Please print) First: _____ (Please print) Middle: _____ (Please print)

Section Three: Waiver Information (To be completed and signed by applicant)

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.

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Signature: _____ Date: _____

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Amount Charged For Service: **\$24.95**__

Paid by: Check/Money Order (mailed in) Credit Card (online)

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