



FOR APPLICANTS RESIDING IN TEXAS

The Texas Department of Public Safety has entered into an exclusive contract with MorphoTrust, which operates over 80 Identogo Centers around Texas, to provide statewide electronic fingerprinting. The goal of the Fingerprint Applicant Services of Texas (FAST) Program is to provide convenient applicant fingerprinting services throughout the state of Texas. Identogo is committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. Appointments are available by scheduling on-line at <http://www.identogo.com> or by calling **1-888-467-2080**. The cost of this service is \$10.00 plus a \$29.75 fee for the State and National Criminal History Record Information. Fees associated with the F.A.S.T. service may be paid online with a credit card or onsite with a check or money order made payable to MorphoTrust USA only. (Cash is not accepted.)

Here is how to get started:

1. You will need to follow the instructions on the FAST Pass labeled 'Applicants Residing in Texas' to schedule an appointment by logging on to the Identogo website, <http://www.identogo.com> or by calling **1-888-467-2080**. If you are scheduling by phone, you will need to request an "Electronic Fingerprint Submission" appointment.

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 and Home Address.

✦ Requested data is required by the TXDPS and the FBI to process the background check.

2. All necessary fields on the FAST Pass must be completed. You will need to bring the completed FAST Pass and valid State Issued Identification to your appointment. During the fingerprint appointment you will be prompted for Social Security Number and Driver License Number. You are also required to have your photograph taken at the time of the appointment.

✦ Requested data is required by the TXDPS and the FBI to process the background check.

3. Once the appointment is completed you will be provided with a signed receipt which includes the Tracking Control Number (TCN), please retain this receipt for your records.
4. The fingerprints, demographic information, and photograph will be sent to TXDPS for processing and returned to the BDN via a Secure Website account.



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The general process for electronic fingerprinting is:

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers.
 - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
 - a. You may begin the process now by simply clicking on this link:
<https://uenroll.identogo.com/servicecode/119TF2>
 - b. and then; click **“Schedule an Appointment”**.
 - c. Once you have scheduled your appointment, you are **not** required to bring the form to your visit.
 - If you prefer to schedule over the telephone, you must:
 - a. First download the TX Fingerprint Service Code form here:
http://www.bon.texas.gov/pdfs/forms_pdfs/background/TX-S-Code-119TF2-Nurse-Examiners.pdf
 - b. Then call **888.467.2080**;
 - c. Please have the TX Fingerprint Service Code form before you call –MorphoTrust will prompt you for the Service Code (**119TF2**) on the form;
 - d. Once you have scheduled your appointment, you are **not** required to bring the form to your visit.
2. Arrive at your scheduled appointment with your photo identification and fee
 - 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.l1enrollment.com/state/forms/tx/55fc619a7f7aa.doc>
 - MorphoTrust 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 are **not accepted**.
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
 - Do not throw away the receipt;
 - You may check status on your submission by clicking on this link:
<https://uenroll.identogo.com/servicecode/119TF2> and then;
 - Click **“Check Status”**

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



FOR APPLICANTS RESIDING OUTSIDE TEXAS

The Texas Department of Public Safety has entered into an exclusive contract with MorphoTrust, which operates over 80 Identogo Centers around Texas, to provide statewide electronic fingerprinting. The goal of the Fingerprint Applicant Services of Texas (FAST) Program is to provide convenient applicant fingerprinting services throughout the state of Texas. Identogo is committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. Appointments are available by scheduling on-line at <http://www.identogo.com> or by calling **1-888-467-2080**. The cost of this service is \$10.00 plus a \$31.50 fee for the state and National Criminal History Record Information. Fees associated with the F.A.S.T. service may be paid online with a credit card or onsite with a check or money order made payable to MorphoTrust USA only. (Cash is not accepted.)

Here is how to get started:

Applicants residing outside the State of Texas or the United States will follow the steps below:

- a) **A completed FAST Pass Form: You will need to follow the instructions on the FAST Pass labeled 'Applicants Residing Outside of Texas' to register** your ink card submission by logging on to the Identogo website, <http://www.identogo.com> or by calling **1-888-467-2080**. If you are scheduling by phone, please request an "Electronic Fingerprint Submission". **You will not schedule a fingerprint appointment; you are only registering your ink card submission.**

When registering your submission you will be prompted for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address.

Individual's signature and registration identification number (RegID) must be on the FAST Pass form. Please print legibly.

- ✦ *Requested data is required by the Texas Department of Public Safety to process your background check. All the information requested on the form is required.*

A Completed Fingerprint Card: you will need to obtain a complete, legible set of fingerprints on a DPS approved fingerprint card which may be obtained from a local law enforcement agency, embassy or Identogo Service Center near you. You can visit <http://www.identogo.com> or call 1-888-467-2080 to locate an Identogo Service Center in your area to obtain an **ink card** for submission, or you can request one from the BONs website at <http://www.bon.texas.gov/olv/web-requests.asp>

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

The following information regarding the person whose record is to be searched, must be completed on the fingerprint card. Please print legibly:

- Printed last name, first name, middle name of individual, including all alias names.
- Sex, race, date of birth, Social Security Number.
- Individual's signature must be on the fingerprint card.

Mail Fingerprint Card and FAST Pass to:

MorphoTrust USA
Attn: Texas Card Scan
3051 Hollis Drive, Suite 310
Springfield, IL 62704



FOR APPLICANTS RESIDING OUTSIDE TEXAS

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When electronic fingerprinting is not available (i.e. out of state applicants), the following process must be followed to submit ink fingerprint cards.

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.
 - Internet based pre-enrollment is the quickest and most convenient way to submit fingerprint cards.
 - a. You may begin the process now by simply clicking on this link: <https://uenroll.identogo.com/servicecode/119TF2> and then;
 - b. Click “**Schedule an Appointment**”;
 - c. On the screen that prompts for your zip code, instead click the “**Pay for Ink Card Submission**” button and complete all required fields on the following page;
 - d. Complete payment screen;
 - e. Print the confirmation document containing a bar code and complete by signing the waiver and filling in contact information;
 - f. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation document.
 - If you prefer to pre-enroll over the telephone, you must:
 - a. First download the TX Fingerprint Service Code form here: http://www.bon.texas.gov/pdfs/forms_pdfs/background/TX-S-Code-119TF2-Nurse-Examiners.pdf
 - b. Then call **888.467.2080**
 - c. Please have the TX Fingerprint Service Code form before you call –MorphoTrust will prompt you for the Service Code (**119TF2**) on the form;
 - d. Inform the MorphoTrust 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 and complete by signing the waiver and filling in contact information;
 - g. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation page.
2. Obtain a copy of your fingerprints by a criminal law enforcement agency on an original FBI APPLICANT fingerprint card that includes the Texas Board of Nursing ORI – TX920440Z. ALL requested information must be provided on the fingerprint card, and **you and the official taking the fingerprints** must sign the card.
3. **All fingerprints MUST be captured by a law enforcement agency.**
4. Once you have obtained your fingerprint cards, follow the mail-in directions found on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.
5. Wait for a receipt from MorphoTrust USA.
 - You may check status on your submission by clicking on this link: <https://uenroll.identogo.com/servicecode/XXXXXX> and then;
 - Click “**Check Status**”

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



FOR APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER

The Texas Department of Public Safety has entered into an exclusive contract with MorphoTrust to provide statewide electronic fingerprinting by visiting one of the over 80 Identogo Centers around Texas. The goal of the Fingerprint Applicant Services of Texas (FAST) Program is to provide convenient applicant fingerprinting services throughout the state of Texas. Identogo is committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. Appointments are available by scheduling on-line at <http://www.identogo.com> or by calling **1-888-467-2080**. The cost of this service is \$10 plus a \$29.75 fee for the State and National Criminal History Record Information. Fees associated with the F.A.S.T. service may be paid online with a credit card or onsite with a check or money order made payable to Identogo only. Cash is not accepted!

If you are unable to utilize an Identogo Center for the fingerprint process you may be fingerprinted by any entity trained in fingerprint collection (See instructions in "A Completed Fingerprint Card" section). Be sure to use a DPS approved fingerprint card. Fingerprints must be collected on a Standard FBI Fingerprint Card. These are identified as white cards with blue lines and the label "FD-258" (on the top left corner). Please do not bend the cards during mailing. Please submit only one card per envelope. The general process for electronic fingerprinting is:

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.
 - Internet based pre-enrollment is the quickest and most convenient way to submit fingerprint cards.
 - a. You may begin the process now by simply clicking on this link: <https://uenroll.identogo.com/servicecode/11G64G> and then;
 - b. Click "**Schedule an Appointment**";
 - c. On the screen that prompts for your zip code, instead click the "**Pay for Ink Card Submission**" button and complete all required fields on the following page;
 - d. Complete payment screen;
 - e. Print the confirmation document containing a bar code and complete by signing the waiver and filling in contact information;
 - f. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation document.
 - If you prefer to pre-enroll over the telephone, you must:
 - a. First download the TX Fingerprint Service Code form here: http://www.bon.texas.gov/pdfs/forms_pdfs/background/TX-S-Code-11G64G-International-Candidates.pdf
 - b. Then call **888.467.2080**
 - c. Please have the TX Fingerprint Service Code form before you call –MorphoTrust will prompt you for the Service Code (**11G64G**) on the form;
 - d. Inform the MorphoTrust 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 and complete by signing the waiver and filling in contact information;
 - g. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation page.
2. Obtain a copy of your fingerprints by a criminal law enforcement agency on an original FBI APPLICANT fingerprint card that includes the Board of Nurse Examiners ORI – TX923672Z. ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card.
3. **All fingerprints MUST be captured by a law enforcement agency.**
4. Once you have obtained your fingerprint cards, follow the mail-in directions found on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.
5. Wait for a receipt from MorphoTrust USA.
 - You may check status on your submission by clicking on this link: <https://uenroll.identogo.com/servicecode/XXXXXX> and then;
 - Click "**Check Status**"

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