

CRIMINAL BACKGROUND CHECK

Effective 2004, a criminal background check report (CBC) is required for applicants for licensure in Texas.

The CBC:

- is based on the set of fingerprints you provide to MorphoTrust;
- completed through the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI);
- results are sent directly to the BON by DPS and FBI;
- cannot be sent by the applicant;
- cannot be results that were completed for another facility

The following information will assist you in submitting the required fingerprints:

Applicants residing in Texas:

Read the instructions below for Service Code labeled 'Applicants residing in Texas' to schedule your electronic fingerprint submission.

Note: MorphoTrust (IdentoGO) cannot transmit electronic submissions from MorphoTrust sites located outside the state of Texas.

NOTE: The Texas Board of Nursing does not make judgments regarding the fingerprints that are submitted. Occasionally DPS and/or the FBI will notify the BON that the fingerprints submitted were not usable and/or readable and therefore have been rejected. You will be notified that a rejection has been received and another set of fingerprints is required. The BON can only submit a request to initiate a name search on your behalf if our office has received two (2) quality rejections from the FBI within the past year. A rejection for any other reason (i.e. smudging, impressions too light etc.) will not count towards this requirement.



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.)

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.