

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 that do not have a U.S. issued social security number:

Read the instructions below for Service Code labeled 'Applicants without a social security number' to obtain, register, and mail your fingerprint card to MorphoTrust.

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 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 "**Submit Fingerprint Card by Mail**";
 - 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**"

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.