

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on **Name & DOB** identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identifications to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me **ANY** criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the **Name & DOB** search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1\*888/467/2080, submit a full and complete set of fingerprints, request a copy to be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(THIS COPY MUST REMAIN ON FILE BY YOUR AGENCY. Required for future DPS Audits)

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please Print)

\_\_\_\_\_  
Agency Representative (Please Print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please:</b>	
<b>Check and Initial each applicable space</b>	
CCH Report Printed:	
YES _____ NO _____	_____ Initial
Purpose of CCH: _____	
Empl _____ Vol/Contractor _____	_____ Initial
Date Printed: _____	_____ Initial
Destroyed Date: _____	_____ Initial