

Instructions to Applicants for Obtaining Fingerprint Criminal Record Checks for Licensure

NOTE: A Texas Department of Public Safety (DPS)/FBI fingerprint criminal history record check that shows any criminal record of the applicant is valid for six (6) months only. If licensure is not obtained within six months, the applicant may be required to obtain a new DPS/FBI fingerprint criminal record check as a condition for licensure. Each type of license applied for with the Texas Funeral Service Commission (TFSC) requires a new DPS/FBI fingerprint criminal history record check unless the applicant already has one on file with the TFSC that is less than 18 months old and the record check on file shows that the TFSC did not issue an eligibility order or deny licensure to the applicant based on the applicant/licensee criminal record.

Required for Texas Applicants:

Process for Obtaining Fingerprint Criminal Record Checks

Applicants for licensure with the TFSC of who reside in Texas are required to obtain fingerprint criminal record checks through the Fingerprint Applicant Service of Texas (FAST). This is a DPS program that provides electronic capture and submission of your fingerprints. This is the fastest and highest quality option available. Applicants should complete the Applicant Information Section of the FAST form provided with the application packet available free of charge for download on the TFSC website. Then contact the FAST vendor, Integrated Biometric Technology (IBT), at 1-888-467-2080 or visit <http://www.ibtfingerprint.com> to schedule an appointment online at one of the 70 vendor sites in Texas. The vendor will collect the total payment of \$44.20. (Of this amount, \$34.25 is for Texas DPS and \$9.95 is for the vendor service.) The vendor forwards the electronic fingerprints to DPS.

An applicant for licensure may wish to complete his or her appointment for a fingerprint check before submitting an application for licensure to the TFSC to avoid any possible delay in processing their licensure application caused by the TFSC not receiving the criminal history report.

Required for Out-of-State Applicants:

Process for Obtaining Fingerprint Criminal Record Checks

Applicants for licensure with the TFSC who do not reside in Texas are required to obtain fingerprint criminal record checks for licensure.

Persons wishing to become licensed in Texas are encouraged to obtain their fingerprint criminal record check BEFORE they apply for licensure with the TFSC in order to avoid a delay in the processing of their license applications. The potential out-of-state applicant should make their request in writing to the TFSC to obtain the required out-of-state applicant fingerprint criminal record check packet. There is no charge for this fingerprint packet. The packet will include the fingerprint card to obtain the manual fingerprints, an instruction sheet about the process, a Texas scan card authorization form, and an envelope addressed to the Texas vendor, Integrated

Biometric Technology (IBT). Per the instructions, the applicant must take the fingerprint card to a law enforcement agency in the applicant's state. Be prepared to pay a fee for having your fingerprints inserted on the fingerprint card executed, as some agencies do charge a fee. The fingerprints must be taken by appropriately trained law enforcement official. The fingerprint card must also be signed by a law enforcement official in the appropriate block. Please follow the directions on this form and provide all information on the form EXCEPT: Your No.; FBI No.; Armed Forces No.; Miscellaneous No.; or Reason Fingerprinted.

After your fingerprints have been taken, please return the completed fingerprint card in the envelope provided, along with the completed Texas scan card authorization form, and a check or money order made payable to IBT in the amount of \$44.20, to IBT, 1650 Wabash Avenue, Suite D, Springfield, IL 62704. (Of this amount, \$34.25 is for Texas DPS and \$9.95 is for the vendor service.) The vendor forwards your digitized manual fingerprints to DPS.

If the TFSC receives an application for licensure from an out-of-state applicant to whom it has not previously sent a fingerprint packet and/or received a fingerprint criminal record on will be mailed the fingerprint packet in order that the applicant may obtain this mandated criminal record check as a requirement for licensure.