

**DPS COMPUTERIZED CRIMINAL HISTORY (CCH) VERIFICATION**

**(AGENCY COPY)**

I, \_\_\_\_\_ have been notified that a computerized criminal history (CCH)  
(applicant name)  
verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not a exact search and only fingerprint records searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of fingerprints, and pay a fee of \$ 9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and the agency received the data from DPS, the information on my fingerprint criminal history record will be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

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

Date \_\_\_\_\_

Ben Bolt-Palito Blanco ISD

Agency Name (Please Print)

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

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

Date: \_\_\_\_\_

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES ___ NO ___	_____ Initial
Purpose of CCH: _____	
Hired _____ Not Hired _____	_____ Initial
Date Printed: _____	
_____	_____ Initial
Destroyed Date: _____	
_____ Initial	
Retain in your files	