

# DPS Computerized Criminal History (CCH) Verification

(South Texas Educational Technologies, Inc. Copy)

I, \_\_\_\_\_ have been notified that a computerized  
APPLICANT or EMPLOYEE NAME (Please print)  
criminal history (CCH) 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 an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any criminal history record information obtained using the **name and DOB** method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the **name and DOB** search.

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 with MorphoTrust USA, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of **\$47.45** to the fingerprinting services company, MorphoTrust USA.

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

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

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

\_\_\_\_\_  
Date

**South Texas Educational Technologies, Inc.**  
Agency Name (Please print)

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

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

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Hire _____ Not Hired _____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	