

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____ have been notified that a computerized history (CCH) verification
APPLICANT NAME (Please print)

criminal 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 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 my fingerprints, and pay a fee to the fingerprinting services company, L1Enrollment Services.

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

Date

Robert Lee Care Center
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 <input type="checkbox"/> NO <input type="checkbox"/> | _____initial |
| Purpose of CCH: <u>Applicant background check</u> | |
| Hired <input type="checkbox"/> Not hired <input type="checkbox"/> | _____initial |
| Date Printed: | _____initial |
| Destroyed Date: | _____initial |
| Retain in your files | |