



Office of the President  
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1902 North Loop 499 | Harlingen, TX 78550  
www.tstc.edu

Dear Student,


Certain TSTC Programs require students to participate in external medical, educational, or industrial experiences as part of the completion of the curriculum of their respective programs. These hosting facilities require the participating student to have a Criminal Background Check with fingerprints done prior to the experience. The Department of Public Safety (DPS) has entered into a contract with IdentoGo Centers operated by MorphoTrust USA (formally known as L-1 Enrollment Services) to provide statewide electronic fingerprinting through Fingerprint Applicant Services of Texas (FAST). The procedure for compliance is outlined below:

1. Schedule an appointment on-line at <http://identogo.com> or by calling 1-888-467-2080. IdentoGo Centers has offices available in Brownsville 7470 Padre Island Hwy, Suite 170, in Edinburg 2524 W. Freddy Gonzalez Drive, in Harlingen 1601 W. Tyler Suite C5, in McAllen 929 E. Esperanza Ave Suite 22. Other locations across the United States can be access at <http://identogo.com>.
2. The cost of the service is \$24.95 paid to MorphoTrust USA at the time of scheduled appointment. Payment will be in the form of check or US money order.
3. You will be required to sign a Criminal Background History Standards form indicating you understand what criminal histories will disqualify an applicant from consideration for the program and provide that form to you future department chair to be kept in your file.
4. You will need to bring your completed form and proper identification with you for your appointment at the IdentoGo Center fingerprint site.
5. The results will be mailed to the Texas State Technical College Harlingen Police Department, 1902 N. Loop 499 Harlingen, TX 78550.
6. TSTC Police Department will evaluate the results based on the established Criminal Background History Standards. The Department Chair will be notified in writing if you passed or failed the criminal background based on the established guidelines.
7. If you failed to meet the standards and wish to challenge the results, you must contact the TSTC Police Department in writing and request an appointment to review the findings.

We appreciate your cooperation in this important step in your journey toward your professional career and wish you every success.

Sincerely,

  
Rebecca L. Silva  
Vice President for Student Learning

  
Javier De Leon  
Vice President for College Readiness & Corporate Education

COLLEGE POLICE  
Criminal Background History Standards

www.tstc.edu/harlingenpolice



1902 N. Loop 499 • Harlingen, TX 78550 • 956-364-4220 • 1-800-852-8784

Each TSTC student that participates within all required clinical rotations will have their criminal backgrounds reviewed on the following established standards:

1. All criminal background checks will be reviewed from the date of the application for a background check.
2. All criminal background checks will include all cities, counties and states of all the known residence of the applicant.
3. The following criminal histories will disqualify an applicant from consideration for the clinical rotations:
  - a. listed as a registered sex offender,
  - b. all felony convictions,
  - c. felony deferred adjudications involving crimes against persons,
  - d. theft- Class B or above,
  - e. any weapons charge,
  - f. any violence-Class B or above,
  - g. drugs, Class B or above, and
  - h. any abuse or neglect offenses.

A request to challenge criminal background checks must be submitted in writing to the TSTC Harlingen Police Department, Chief of Police Office. Upon receiving a request to challenge, an appointment will be set.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Printed Name



**TEXAS DEPARTMENT OF PUBLIC SAFETY**  
**CRIME RECORDS SERVICE**  
Access & Dissemination Bureau



**PROCEDURE FOR REVIEW OF PERSONAL CRIMINAL HISTORY RECORD INFORMATION**

It is the policy of the Texas Department of Public Safety (DPS) that an individual or their authorized representative have access to and may receive a copy of their criminal history record information (CHRI). This policy is in compliance with the Texas Government Code, Section 552.023.

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**FINGERPRINTS SUBMITTED ELECTRONICALLY TO DPS:** The DPS has entered into an exclusive contract with MorphoTrust USA to provide statewide electronic fingerprinting through DPS FAST locations operated by Identogo. Fingerprint Applicant Services of Texas (FAST) are available by scheduling an appointment on-line at [www.identogo.com](http://www.identogo.com) or by calling 1-888-467-2080. DPS FAST locations operated by Identogo are committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. The cost of this service is \$9.95 plus a \$15.00 fee for the CHRI. The results will be mailed to the address provided by the individual.

**1. SCHEDULING YOUR FINGERPRINT APPOINTMENT:**

- Fingerprint Applicant Services of Texas (FAST) are available by scheduling an appointment on-line at [www.identogo.com](http://www.identogo.com) or by calling 1-888-467-2080.
- **When Scheduling Online:**
  - a) Select the State of **Texas** from the map of the U.S.
  - b) Select the **Online Scheduling**.
  - c) Select **English or Espanol**.
  - d) Enter your **First and Last Name**.
  - e) Select **All Others**.
  - f) Select **Option A – Electronic Submission**.
  - g) Select **NO, I do not have a FAST Fingerprint Pass**.
  - h) Select from the list the reason you are requesting a copy of your Criminal History Record Information.
  - i) Enter the **Designated Recipient's Information**.
  - j) Follow the prompts to enter requested information.
- **When Scheduling Over The Phone:**
  - a) Request an appointment for **Electronic Fingerprint Submission** for the purpose of a **Personal Review**.
  - b) The call center operator will ask you for your demographic information, i.e. Date of Birth, Sex, Race, Ethnicity, Height, Weight, Eye Color Hair Color, Place of Birth and Home Address.
  - c) You will select a location nearest to you for your fingerprint appointment.

**2. YOUR FINGERPRINT APPOINTMENT:**

- You will need to bring a valid State Issued Identification to your appointment.
- The Enrollment Agent will confirm your information and obtain an image of your fingerprints and a photo.
- Once the appointment is completed you will be provided a signed receipt which includes a Tracking Control Number (TCN), please retain your receipt for your records.

**FINGERPRINTS SUBMITTED BY MAIL THROUGH MORPHOTRUST:** The individual or their authorized representative must submit a completed hard card FAST pass form with the individual's signature and fingerprint card to MorphoTrust USA. The results will be mailed to the designated recipient provided by the individual. If you have any questions, please call (512) 424-5079.

**1. REGISTER YOUR FINGERPRINT SUBMISSION:**

- Follow all instructions listed on the Personal Review FAST Pass Form (see below) to register your fingerprint submission by logging on to the Identogo Website at [www.identogo.com](http://www.identogo.com).

\* *You are not scheduling an appointment to have your fingerprints taken.*

**2. PAY BY CREDIT CARD OR MAIL IN PAYMENT:**

- During your fingerprint registration you will be provided an opportunity to make your payment by credit card or to elect to mail in the \$24.95 by check or money order made out to MorphoTrust USA with your submission.

**3. COMPLETE THE PERSONAL REVIEW FAST PASS FORM:**

- All the information requested on the form is required. Please print legibly. **Individual's signature must be on the FAST form.**

**4. COMPLETE THE FINGERPRINT CARD:**

- Following information regarding person whose record is to be searched, must be completed on the fingerprint card:
  - a) Printed last name, first name, middle name of individual, including all alias names.
  - b) Sex, race, date of birth, Social Security Number.
  - c) Complete, legible set of fingerprints on a DPS approved fingerprint card which may be obtained from a law enforcement agency or FAST provider near you. Visit [www.identogo.com](http://www.identogo.com) or call 1-888-467-2080 to locate a FAST provider near you. **Individual's signature must be on the fingerprint card.**
- *The cost for obtaining an ink card may vary and is not included in the Texas Background check fingerprint registration process or fee. Cards must be mailed to the vendor, fingerprints cannot be submitted electronically from outside the State of Texas.*

**5. SUBMISSION:**

- Mail the completed Personal Review FAST Form, completed fingerprint card and payment (if applicable) to:

**MorphoTrust USA  
Texas Card Scan  
3051 Hollis Dr, Ste 310  
Springfield, IL 62704**



# PERSONAL REVIEW

## Texas Department of Public Safety

This document is your *FAST Fingerprint Pass* for a state criminal history record check. Please pay for your fingerprint submission by visiting <http://www.identogo.com> or by calling 1-888-467-2080. When scheduling an appointment you will be prompted by **IdentoGO** for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth, Driver License Number and Home Address. Requested data is required by the Texas Department of Public Safety to process your background check. These data elements have been

omitted from this document in order to better protect the security of your personal information. You may pay for *FAST* services online with a credit card or by mail with a check or money order only made payable to MorphoTrust USA. Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

1. Logon to <http://www.identogo.com>
2. Select: **Texas**
3. Select: **Online Scheduling**
4. Select: **English or Espanol**
5. Enter: **First and Last Name**
6. Select: **All Others**
7. Select: **Option A – Electronic Submission**
8. Select: **Yes, I have a FAST Fingerprint Pass**
9. Enter: **TXIREVIEW**
10. Enter: **Designated Recipient Information**
11. Select: **Pay for Ink Card Submission**
12. Follow the prompts to enter requested information.
13. Write in: **RegID** \_\_\_\_\_
14. Mail in this completed form with your completed Fingerprint Card to address below.

### Section One: Qualified Entity Information

ORI#: **TXIREVIEW**

Original TCN: \_\_\_\_\_  
(If resubmission for rejected fingerprints)

### Section Two: Applicant Name (To be completed by applicant)

Last: \_\_\_\_\_ (Please print)      First: \_\_\_\_\_ (Please print)      Middle: \_\_\_\_\_ (Please print)

### Section Three: Waiver Information (To be completed and signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

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

### Section Four: Fingerprint Cards and Payment

Your fingerprint cards must include the following personal data: Date of Birth, Sex, Race, Height, Weight, Eye Color, Hair Color, Place of Birth, Home Address, and Social Security Number. Requested data is required by the Texas Department of Public Safety to process your background check. Mail your card and payment (if not paid online) to:

MorphoTrust USA  
Texas Card Scan  
3051 Hollis Dr, Ste 310  
Springfield, IL 62704

RegID: \_\_\_\_\_  
(provided at the end of online registration)

Amount Charged For Service: **\_\$24.95\_**

Paid by:  Check/Money Order (mailed in)  Credit Card (online)

Applicants wishing to verify that a fingerprint card has been processed may call (888) 467-2080 and speak with a customer service representative. Please allow 3 days from date of mailing before contacting MorphoTrust USA Enrollment Services regarding processing status.