

# DPS Computerized Criminal History (CCH) Verification

## Newton ISD

I, \_\_\_\_\_, have been notified that a computerized 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 information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on 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 receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

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

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

NEWTON ISD  
\_\_\_\_\_  
Agency Name

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

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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