

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

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 identifiers I supply.

APPLICANT or EMPLOYEE NAME (Please print)

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening 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 make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment 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 or Employee

\_\_\_\_\_  
Date

Springtown I.S.D.  
Agency Name (Please print)

Kathy McAlister  
Agency Representative Name (Please print)

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

\_\_\_\_\_  
Date

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

## SPRINGTOWN INDEPENDENT SCHOOL DISTRICT CRIMINAL HISTORY CHECKS ADMINISTRATIVE PROCEDURES

This procedure is established in order to create guidelines for checking criminal histories on volunteers or other individuals that will be on district campuses. Texas Education Code 22.083 states that the District may obtain criminal history record information that relates to a person the District intends to employ, a person that contracts with the district or a person who has indicated, in writing, an intention to serve as a volunteer with the District.

The process for criminal history checks will be as follows:

1. Individual will complete and sign the Springtown ISD Criminal History Request and the DPS Computerized Criminal History (CCH) Verification forms.
2. Forms should be submitted to the campus or Administration Office.
3. Record will be checked in the Administration Office by the Human Resource Department.
4. If the record is satisfactory, the individual's name will be placed on the approved list.
5. If the record does not meet criteria used by the district, the individual will not be allowed to volunteer or observe in any Springtown school.

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### Springtown ISD School Volunteer Criminal History Request

Full Name: \_\_\_\_\_  
Last name First Name Middle name  
**(PRINT CLEARLY)**

Date of birth: \_\_\_\_\_ Sex (Male/Female)  
**(PRINT CLEARLY)**

Phone Number: \_\_\_\_\_  
**(PRINT CLEARLY)**

Purpose of CCH: \_\_\_\_\_  
(volunteer, judge, observation, field trip, etc.)

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

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

School: \_\_\_\_\_

Student's Name: \_\_\_\_\_

# Departamento de Seguridad Pública- Computarizó Historia Criminal (CCH) Comprobación

(COPIA de AGENCIA)

Yo, \_\_\_\_\_ he sido informado que un cheque de verificación por SOLICITANTE O el NOMBRE de EMPLEADO (por favor impresión) computadora, para una Historia Penal (CCH), se hará por el acceso al Departamento de Seguridad Pública de Texas Sitio Web Seguro y se basará en los identificadores de nombre y fecha de nacimiento que ofrezco.

Dado que la información basada en el nombre no es una búsqueda exacta y el registro de huellas dactilares sólo busca representar la identificación verdadera de antecedentes penales, la organización que realiza el cheque criminal de historia para investigación de fondo no es permitida discutir ninguna historia criminal información que sin precedentes obtuvo utilizar el nombre y el método de fecha de nacimiento. Por lo tanto, la agencia puede solicitar que yo tenga realizado una búsqueda de huellas dactilares para eliminar cualquier error de identificación basado en el resultado del nombre y fecha de nacimiento de búsqueda.

Para el proceso de tomar huellas dactilares se debe presentar una serie y completa de mis huellas digitales para su análisis a través del Departamento de Seguridad Pública de Texas AFIS (Sistema Automatizado de Identificación de Huellas Dactilares). He sido informado de que a fin de completar este proceso, debo hacer una cita con L1 Servicios de inscripción, y presentar un juego completo de mis huellas digitales, solicitar una copia que se enviará a la agencia listada abajo, y pagar una cuota de \$ 24.95 a la empresa de servicios de tomar huellas dactilares, L1 Servicios de Inscripción.

Cuando este proceso ha sido completado y que la agencia recibe los datos de DPS, la información en mi historial criminal de huellas dactilares se puede discutir conmigo.

(Esta copia debe permanecer en los archivos por su agencia. Requeridas para el futuro de las auditorías DPS)

\_\_\_\_\_  
Firma del Solicitante o Empleado

\_\_\_\_\_  
Fecha

Springtown I.S.D.  
Nombre de la agencia (Por favor de imprimir)

Kathy McAlister  
Nombre de la Agencia Representante ((Por favor de imprimir)

\_\_\_\_\_  
Firma de Agencia Representante

\_\_\_\_\_  
Fecha

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

