

**DPS Computerized Criminal History (CCH) Verification
for
West Rusk County Consolidated Independent School District**

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 West Rusk CCISD conducting the criminal history check is not allowed to discuss any information obtained using this method. The agency will ask you to have a fingerprint search performed in order to comply with the Texas Education Agency guidelines. Therefore, if any misidentification based on the name search occurs, the required fingerprint search would clear the matter.

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 automated fingerprint identification system. I have been made aware that in order to complete this process I must have the correct fingerprinting FAST Pass form from this agency, make an online or phone appointment, submit a full and complete set of my fingerprints, and pay the required fee to the fingerprinting services company, Identogo (formerly L-1 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 West Rusk CCISD. Required for future DPS Audits)

Signature of Applicant or Employee

_____/_____/_____
Date

West Rusk County Consolidated ISD

Agency Representative Printed Name

Signature of Agency Representative

_____/_____/_____
Date

For office use only:

Check and Initial each Applicable Space

CCH Report Printed:

Yes _____ No _____ initial

Purpose of CCH: _____

Hired _____ Not Hired _____ initial

Date Printed: ____/____/____ initial

Date Destroyed: ____/____/____ initial