

# DPS Computerized Criminal History [CCH] Background Check Consent and Verification Form

(in compliance with the Fair Credit Reporting Act)

## Section 1: Applicant must consent to and provide personally identifying information for criminal background check in Section 1.

I have been advised that Katy ISD will conduct a criminal history background check. I do hereby consent to the District's use of any information provided during the application process in performing the criminal history check. The District has informed me that I have the right to challenge any negative information that would adversely impact a decision. In addition, I have been informed that I will have an opportunity to clear up any mistaken information reported, within a reasonable time frame established at the sole discretion of the District. **Consent by signing under Section 3.**

**First Name:**  **Middle Name:**  **Last Name:**

**Date Of Birth:**  **Last Four Digits of Social Security Number:**

**TX Driver's License Number:**

## Section 2: Applicant must acknowledge the information in Section 2.

I acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. Authority for this agency to access an individual's criminal history data may be found in TX Government Code 411, Subchapter F <https://statutes.capitol.texas.gov/>.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is **not** allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process, I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online [Crime Records General Information | Department of Public Safety \(texas.gov\)](#) Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me. **Acknowledge by signing under Section 3.**

## Section 3: Consent & Acknowledgement. Signature and date required.

Applicant Signature:  Date:

## Section 4: Agency use only. Must be completed by authorized personnel conducting search.

Agency Name: **Katy Independent School District** Date of Name-Based CCH Search:

## Section 5: Agency use only. CHRI Name Based Tracking information. Check all that apply.

Purpose for CHRI Search.	<input type="checkbox"/> Applicant <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor <input type="checkbox"/> Other:
Is any part of the Criminal History Record Information (CHRI) stored by agency?	<input checked="" type="checkbox"/> NO, CHRI is <b>not</b> stored by agency. <input type="checkbox"/> YES, CHRI is stored by agency.
CHRI Retention Period	<input type="checkbox"/> Temporarily Only <input type="checkbox"/> Annual <input checked="" type="checkbox"/> None Stored/Saved <input type="checkbox"/> Other: