



**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.

FINGERPRINTS SUBMITTED ELECTRONICALLY TO DPS: The DPS has entered into an exclusive contract with L-1 Enrollment Services to provide statewide electronic fingerprinting. Fingerprint Applicant Services of Texas (FAST) are available by scheduling an appointment on-line at www.L1enrollment.com or by calling 1-888-467-2080. IBT is 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.

FINGERPRINTS SUBMITTED BY MAIL TO DPS: The individual or their authorized representative must submit a written request with the individual's signature. Please provide the information listed below on the written request. If you have any questions, please call (512) 424-2079.

1. WRITTEN REQUEST FROM THE INDIVIDUAL:

- Statement of request that DPS search criminal history files for criminal record of the individual and provide the results to the individual or another named party; and
- Individual's printed name, phone number, mailing address for response or name, phone number and address of other person to receive the response.

OR

WRITTEN REQUEST FROM AN AUTHORIZED REPRESENTATIVE:

- Statement from the individual whose record is to be searched that the requestor is an authorized representative.
- Statement of request that DPS search criminal history files for criminal record of the individual and provide results to the authorized representative.
- Printed name, phone number and mailing address of the authorized representative.

2. COMPLETED FINGERPRINT CARDS:

- 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.L1enrollment.com or call 1-888-467-2080 to locate a FAST provider near you.

Individual's signature must be on the fingerprint card.

3. PAYMENT:

- Enclose a \$15.00 check or U.S. money order made out to the Texas Department of Public Safety for each individual and mail the written request, fingerprint card(s) and payment to:

Texas Department of Public Safety
Crime Records Service
P. O. Box 15999
Austin, Texas 78761-5999

