

Instructions to School District Contractors/Subcontractors Regarding Criminal History Background Searches Under Senate Bill 9

Senate Bill 9 directs school district contractors/subcontractors to obtain state and national criminal history background searches on their employees who will have direct contact with students, and to receive those results through the DPS criminal history clearinghouse (Fingerprint-based Applicant Clearinghouse of Texas-FACT). In order for contractors/subcontractors to receive the information through FACT, they must first contact DPS for FACT clearinghouse access. The contractor/subcontractor must sign all appropriate agreements with DPS. To obtain more information, please contact:

Access and Dissemination Bureau
Texas Department of Public Safety
Crime Records Service
P.O. Box 149322
Austin, TX 78714-9322
Email: FACT@dps.texas.gov
Phone: (512) 424-2474 Option # 2

For faster service, please email or call. Identify in the message that you are a school district contractor or subcontractor. Please include:

Contact Name
Contact Phone Number
Contact Email Address

The information in the DPS FACT Clearinghouse is confidential, and access must be restricted to the least number of persons needed to review the records. The account must include at least one designated supervisor to make necessary changes and to monitor the site's security and the access to the criminal history data retrieved. Additional users must be limited to those who need to request, retrieve, or evaluate data regarding the individual.

PLEASE NOTE: After you sign the DPS User Agreement for FACT, DPS will provide you a ***FAST Fingerprint Pass*** that you will have to provide to your employees and applicants. Your employees and applicants will use the ***FAST Fingerprint Pass*** when scheduling their FAST fingerprinting.