

Instructions to the applicant



IdentoGO

By MorphoTrust USA

Texas Fingerprint Service Code Form

Diocese of Brownsville (Catholic Schools)

Service Name: Diocese of Brownsville (Catholic Schools)

To schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

11F26K

When prompted, please provide the following Contractor ID Number

7420

Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.



Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080



**DIOCESE OF BROWNSVILLE
CATHOLIC SCHOOLS OFFICE**



**Criminal Background Authorization and Verification Form
Return this form to the Catholic School Office**

I, _____, understand that the validation of any employment / volunteer agreement with _____ Catholic School for the position of _____ is contingent upon the successful completion of the check of my **Criminal History Record Information** from the Department of Public Safety, the Texas Department of Criminal Justice, the Federal Bureau of Investigation identification division, or any other law enforcement agency. Successful completion of the check is the final judgment of the Superintendent of Schools for the Diocese. No information from the criminal history record check other than clearance to validate contract or non-clearance will be communicated by the Superintendent to anyone. I understand that 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 (AFIS). I have been made aware that in order to complete this process I must make an appointment with Morpho Trust USA, submit a full and complete set of my fingerprints, request a copy to be sent to the Diocese of Brownsville Catholic Schools Office listed below and pay the required fee to the fingerprinting services company, Morpho Trust USA. *IF after the criminal history information check, the Superintendent communicates a judgment of non-clearance, the principal will be required to terminate immediately any and all relationships between the school and the employee/volunteer. Salary for an employee would then be paid up-to-date on a per diem basis.*

By my signature I acknowledge my understanding of and agreement to all of the above.

<u>Print Name:</u>	<u>Signature:</u>	<u>Date:</u>
--------------------	-------------------	--------------

Catholic Schools Office ONLY		Notification to the school principal: <input type="radio"/> Does not apply
<input type="radio"/> CLEARANCE	<input type="radio"/> NON-CLEARANCE	_____ is due to renew his/her Criminal Background Check on or before _____. MM/YYYY
Superintendent's Signature	Date	

Return to: Sr. Cynthia A. Mello, SSD
Superintendent of Schools
700 N. Virgen de San Juan San Juan, TX 78589