

FREDERICKSBURG INDEPENDENT SCHOOL DISTRICT

234 Friendship Lane  
Fredericksburg, Texas 78624

Phone (830) 997-9551 • FAX (830) 997-6164

**Office of Operations & Personnel**

**PUBLIC SAFETY RECORD CHECK**

**CONFIDENTIAL\***

The Fredericksburg Independent School District is required by state law to obtain criminal history background information on applicants for volunteer work with the district (Texas Education Code Section 22.085).

If you would like to volunteer for any school function including chaperone, V.I.C.E., and/or O.T.T.E.R., please fill out the information below and the form attached. The information requested below is necessary to obtain criminal history record information. If you do not return the form at this time, you may not be cleared in time for your volunteer activity.

**If you DO NOT wish to volunteer or you are an FISD employee, please do not return this form.**

**PLEASE PRINT CLEARLY:**

NAME: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Last four digits of Social Security No: XXX-XX-\_\_\_\_\_ Date of Birth: \_\_\_\_\_

**If you are unable to provide a social security number, please attach a copy of your State ID or Driver's License.**

Gender:  Male  Female      Ethnicity:  Hispanic  Black  White/Other

I understand the information I am providing about age, gender, and ethnicity will not be used to determine eligibility for volunteer work, but will be used *solely* for the purpose of obtaining criminal history record information.

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

\*This CONFIDENTIAL form will be maintained in the FISD office and is valid for one year.

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**DPS Computerized Criminal History (CCH) Verification  
(AGENCY COPY)**

I, \_\_\_\_\_ have been notified that a Computerized Criminal  
APPLICANT or EMPLOYEE NAME (Please print)

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 identifiers 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 conducting the criminal history check  
for background screening is not allowed to discuss any criminal history record information obtained  
using the name and DOB method. Therefore, the agency may request that I have a fingerprint search  
performed to clear any misidentification based on the result of the name and DOB search.

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 AFIS (Automated Fingerprint  
Identification System). I have been made aware that in order to complete this process I must make  
an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints,  
request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting  
services company, L1 Enrollment 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 your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

Date \_\_\_\_\_

\_\_\_\_\_  
Agency Name (Please print)

Jennifer Russell  
Agency Representative Name (Please print)

[Signature]  
Signature of Agency Representative

Date  
Rev. 02/2011

Please Check and Initial each Applicable Space:		
CCH Report Printed:		
Yes _____	No _____	Initial _____
Purpose of CCH: _____		
Hire _____	Not Hired _____	Initial _____
Date Printed _____	Initial _____	
Destroy Date _____	Initial _____	
Retain in your files		

