This form is required for all initial name-based search inquires. Agency shall retain tracking form for all name-based inquiries from audit to audit.

DPS Computerized Criminal History (CCH) Verification Form

Section 1: Applicant or Employee must acknowledge information. Signature & date required.

Applicant or Employee Name (Print):

(This is not a consent form but serves as information for the applicant)

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 Texas Government Code 411, Subchapter F.

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 - Employment Purposes 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.

Applicant or Employee Signature:	Date:

Section 2: Agency use only.

Agency Name:	London Independent School District
Authorized User:	Jennifer Lemos
Signature of Authorized User:	Jennifer Lemos
Date of Name-Based CCH Search:	

Section 3: For agency use only. CCH Tracking information. Check all that apply.

Purpose of CCH	☐ Employee ☐ Volunteer/Contractor ■ Other:
CCH Storage	■ No, CCH is not stored by agency. ☐ Yes, CCH is stored by agency.
Retention Period	☐ Temp Only ☐ Annual ☐ None in place ■ Not Applicable ☐ Other:_____
Storage Method	☐ Physical/Printed ☐ Digital/Electronic ■ Not Applicable
Retention Purpose	Explain:
Date Destroyed	
Destruction Method of CCH	Explain:

CJIS Launch Pad Link - CHRI & Audit Resources