



Amputee Submission Process for CJIS Biographic Verification (formerly referred to as FBI Name Check)

****Texas DPS does not have authority over FBI CJIS processes and is unable to require the CJIS***

Division to process any FBI Name Check requests.

Overview

The process below is intended for applicants who are permanently physically incapable or double amputee. It may be utilized when such conditions are confirmed and have been verified by your agency. Upon verification, your agency may proceed with submitting a request to the FBI for a CJIS Biographic Verification (formally referred to as a name check). It is important to note that this process is not intended for applicants with skin conditions or whose fingerprints are not accepted by the FBI for quality issues. For further guidance on individuals whose prints are rejected at the FBI please refer to the FBI Name Check Instructions.

Requirements for CJIS Biographic Verification Requests

The FBI provides the provisions below for amputees. Submitting a CJIS Biographic Verification request to the FBI using the method below is at the agency's discretion. The FBI requires the following to process as an amputee:

- The individual is permanently, physically incapable of providing fingerprint images or is a double amputee.
 - No attempt to capture fingerprints is required.
 - The agency may use the CJIS Biographic Verification Request Form and check the applicable box on the form to indicate the applicant is Permanently Physically Incapable or Double Amputee.
 - The individual's name, date of birth, sex, and race must be included in the request.
 - The asterisk fields on the form must be completed.

If the individual is unable to provide fingerprints due to the above conditions, DPS will be unable to create a subscription in the FACT Clearinghouse. The FACT Clearinghouse is a fingerprint repository and cannot provide fingerprint based national criminal history record information without a legible set of prints being accepted at both the State and FBI level. Agencies will need to follow their internal policies regarding these circumstances.

Submitting the CJIS Biographic Verification Requests

- Complete the CJIS Biographic Verification Request form and email it to CJISBioVerify@fbi.gov.
- DPS will not forward these requests.
- The form is available through the TX DPS Secure Site FACT Clearinghouse under Additional Resources, as well as on the last page of these instructions.
- The request must be sent from an agency email address (e.g. @policeagency.gov). Other email addresses, such as Yahoo and Gmail, are considered insecure and will not be accepted.
- CJIS staff will attempt a comparison manually and return an e-mail response indicating ident, non-ident, or a reject. If positive identification, the Identity History Summary (IdHS/"Rap Sheet") will be returned as an attachment to the e-mail.

Any questions or concerns, please contact Fingerprint Services Unit:

Email: Fingerprint.Service@dps.texas.gov

Phone: 512-424-2474 – Option 6

CJIS BIOGRAPHIC VERIFICATION REQUEST

*ORI of State/Federal/Regulatory Agency: _____

Name and Address of requesting agency:

Name: _____

Address: _____

Name of agency's Point of Contact (POC) for the response: _____

Phone number of POC: _____

*Reason for Request: (Mark appropriate reason for request.)

☐ **Permanently Physically Incapable or Double Amputee** (If selected, complete Section One)
An individual whose medical condition or disability permanently prevents the collection of any fingerprint impressions.

☐ **Fingerprint Impressions Are Determined To Be Illegible** (If selected, complete Section Two)
An individual whose fingerprints impressions are of insufficient quality due to medical degradation of ridge detail, age or nature of work.

SECTION ONE: PERMANENTLY PHYSICALLY INCAPABLE OR DOUBLE AMPUTEE

*Name (Last, First, Middle): _____

*Date of Birth (MM/DD/YYYY): _____ *Sex: _____ *Race: _____

Alias Name (Last, First, Middle): _____ Social Security Number: _____

Place of Birth: _____ Miscellaneous Number: _____ State Identification Number: _____

OCA: _____

SECTION TWO: FINGERPRINT IMPRESSION ARE DETERMINED TO BE ILLEGIBLE

*Name (Last, First, Middle): _____

*Two TCNs of the subject's fingerprint submission one of which is required to be the L0008 error message with the caveat of "The quality of the characteristics is too low to be used. Candidate(s) were found. Please resubmit a new set of fingerprints for comparison to the candidate(s)."

(1) _____ (2) _____

*Asterisk fields are required in accordance with the type of request. E-mail the completed form to CJISBioVerify@fbi.gov. CJIS staff will respond to the original e-mail. The FBI notes the NGI System or FBI CJIS Division staff can neither confirm nor deny positive identification based on a biographical search.