



TxDPS Crime Records Service Secure Website: Criminal History Record Information

Training Reference Manual

Last Updated: 09/2017



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Module I: Introduction to Computerized Criminal History (CCH) Search

Definition

The Computerized Criminal History (CCH) system is the statewide repository of criminal history data reported to the Department of Public Safety (DPS) by local criminal justice agencies in Texas.

CCH information includes:

- Arrests
- Prosecutions
- Dispositions for Class B misdemeanors
- Greater violations of Texas criminal statutes

How Criminal History Record Information (CHRI) Can Be Used

CHRI data may be disseminated only through DPS:

- To criminal justice agencies for criminal justice purposes.
- To entities identified in the Government Code for background searches for specific non-criminal justice purposes.
- To the individual who is the subject of a search.
- For certain research purposes.



Module 2: Account Management

TxDPS Crime Records Service Secure Website

Sign In to the Secure Site

1. Open a web browser.
2. Navigate to <https://secure.txdps.state.tx.us>
3. Click the **Sign in** link.
4. Sign in with your **User ID** and **Password**; then click the **Sign in** button or press **Enter** on your keyboard.

Texas Department of Public Safety
Courtesy ~ Service ~ Protection

TXDPS CRS | TXDPS CRIME RECORDS SERVICE

[Sign in](#) | [Support](#) | [Print](#)

Sign In

User ID

Password

- [Forgot your Password?](#)
- [Forgot your User ID?](#)
- [New User Sign up](#)

Restricted Access

Users may only access this site with an assigned User ID. No person is permitted to use this site using another person's User ID and Password.

This system is restricted to authorized users only. System usage will be monitored, recorded, and subject to audit. Unauthorized access, use or misuse of the system is prohibited and may result in criminal and/or civil penalties. Use of the system indicates consent to monitoring, recording, and audit.

I agree.



Site Features

The **service area indicator** at the top of the screen tells you where you are on the site.

The left **navigation area** provides access to account management and has links to other service areas. Links at the top of navigation area vary based on where you are in the Crime Records Service website.

The **main content area** has links to service areas and relevant resources.

The screenshot displays the Texas Department of Public Safety website interface. At the top, the header includes the department name and logo, with a service indicator for 'TXDPS CRS' and 'TXDPS CRIME RECORDS SERVICE'. A navigation menu on the left lists various services like 'Account Management' and 'Criminal History Search'. The main content area features sections for 'Computerized Criminal History Search', 'Texas Sex Offender Access for Criminal Justice Users', 'F.A.C.T. Clearinghouse', and 'Uniform Crime Reporting - Summary'. A 'Main Content Area' label on the right points to this central section.

Service Indicator Area

Navigation Area

Main Content Area

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TXDPS CRS | TXDPS CRIME RECORDS SERVICE

Sign in | Support | Print

Account Management

- New User Sign up
- My Account
- Message Center
- Help & Support

Additional Services

- Criminal History Search
- Sex Offender Registry
- FACT Clearinghouse
- Consolidated Response
- UCR - Summary
- UCR - NIBRS
- Other Services & Information

TxDPS Crime Records Service Secure Website

Computerized Criminal History Search
 Search for individuals in the Computerized Criminal History System (CCH). Access is restricted to authorized Entities.

Texas Sex Offender Access for Criminal Justice Users
 Allows local law enforcement agencies to submit and search information for Texas Sex Offender Registry.

F.A.C.T. Clearinghouse
 The FACT Clearinghouse is a repository of the DPS and the FBI fingerprint-based criminal history results. Only persons processed through Fingerprint Applicant Services of Texas (FAST) are eligible for FACT.

Uniform Crime Reporting - Summary
 The objective of the Uniform Crime Reporting program is to produce reliable crime statistics for law enforcement administration, operation, and management. This information is also available as a measure of the fluctuations in the type and volume of crime in Texas.

Uniform Crime Reporting - Incident Based Reporting (NIBRS)
 Incident-based reporting is a more detailed form of UCR than Summary. It requires an agency to have a records management system that produces data sets in NIBRS format. As with Summary, the objective is to produce reliable statistics to measure criminal activity.

Related Services and Websites

- TxDPS Website
- Texas.gov
- TxDPS CRS Public Website
- Missing Persons Clearinghouse

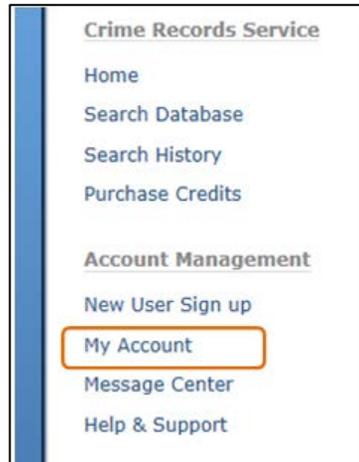


Manage Your Account

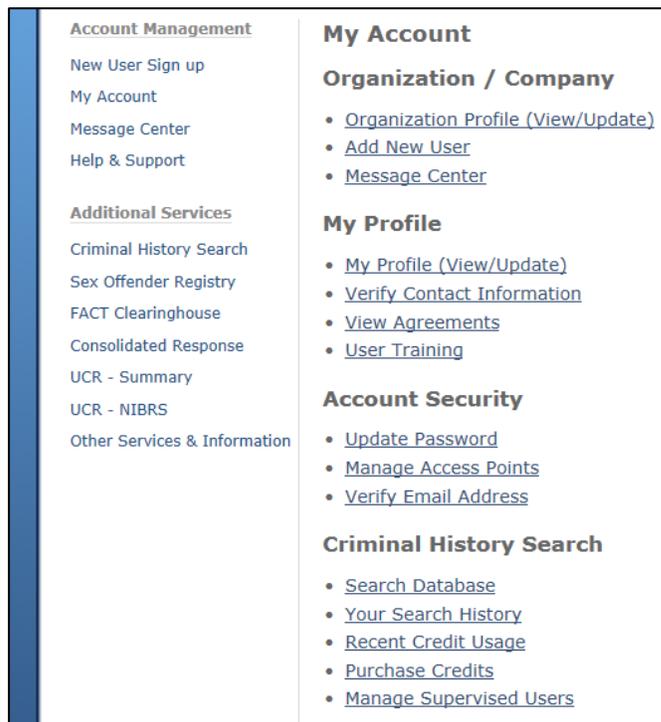
Now that you are signed in to the Crime Records Service Secure Website, we highly recommend that you perform a quick check into your account.

Verify Your Account Information

1. Click the **My Account** link in the left navigation column.



2. The **My Account** screen opens and enables you to access your account information.





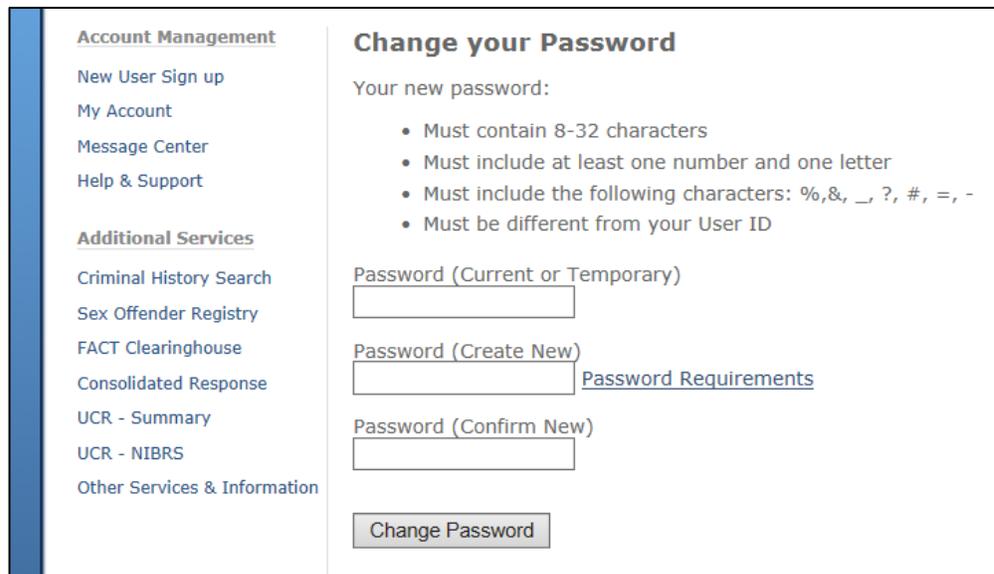
Change Your Password

You can change your system password from the My Account service area by doing the following:

1. Click the **Update Password** link on the My Account screen.



2. Enter your **current password**, **new password** (twice); then click the **Change Password** button.





Purchase Credits

Some organizations have to purchase search credits in order to conduct a criminal history search. Links to purchase credits are on the My Account and Criminal History Search screens. These links take you to the Purchase Credits screen.

Texas Department of Public Safety
 Courtesy ~ Service ~ Protection

TXDPS CRS | CRIMINAL HISTORY SEARCH

Home | Sign out | Support | Print

Crime Records Service

- Home
- Search Database
- Search History
- Purchase Credits

Account Management

- New User Sign up
- My Account
- Message Center
- Help & Support

Additional Services

- Criminal History Search
- Sex Offender Registry
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- UCR - Summary
- UCR - NIBRS
- Other Services & Information

Purchase Credits for 'Ron's Scooter Service (Test Account)'

Each search requires one credit and allows you to access one record. If you want to view additional records you will need to purchase an additional credit for each record.

- [Recent Credit Activity.](#)
- [You currently have 00 credits.](#)
- [Purchase credits by Check](#)

Credits to Purchase

Credits to Purchase (Required)

Search Credits cost \$1.00 each. A 2.25% fee per credit plus a \$0.25 transaction fee will be added to each order.

Payment Information

Cardholder's Information

Cardholder's name as it appears on Credit Card (Required)

Cardholder's Billing Address

Street Address (Required)

City (Required)

State (Required)

Zip Code (Required)

Credit Card

Card Type (Required)

Do not enter space/hyphen or any special characters in your credit card number.

Card Number (Required)

CVV (Required) [\(What is this?\)](#)

Expiration Month (Required)

Expiration Year (Required)

Credits may be purchased by check or credit card.

The Purchase Credits screen allows you to view recent credit activity, see the number of credits you have, access the Search Credit Order Form (for payment by check), and pay by credit card.

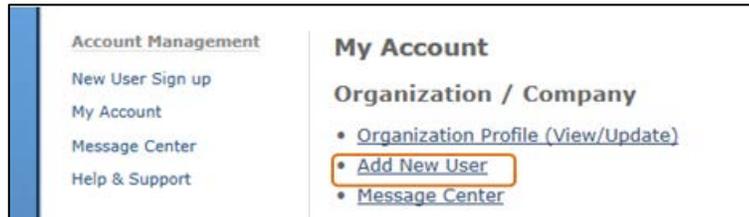
Note: Credits you purchase belong to the organization/company and not to the individual making the purchase.



Add a New User

Procedure to Add a New User

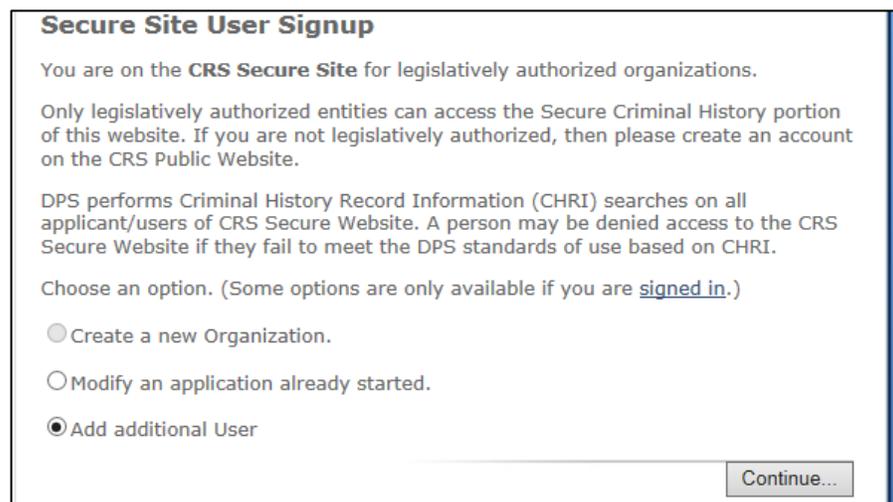
1. Click the **New User Sign up** link in the left navigation area on the Secure Site.



2. Click the **Criminal History Search** link on the Secure Site User Signup screen.



3. Select the **Add additional user** option; then click the **Continue** button.





Procedure to Add a New User (*continued*)

- Click the **Add Additional User** link at the bottom of the screen.

Ron's Scooter Service (Test Account)

Your application is not yet ready to be submitted. You will not be able to submit your application until the following errors have been addressed.

- [Ron's Scooter Service (Test Account)] Organization must have at least one pending user. Use Create New User link to create a pending user

[View/Edit Organization \(Ron's Scooter Service \(Test Account\)\)](#)

The following users have not yet been approved for access to the CRS Secure Site.

No Pending Users.

[Add Additional User](#)

- Complete User Profile form.
 - Enter the new user's name.
 - Enter the new user's e-mail address.
 - Select the type of access.
 - Select a supervisory level.

- Click the **Continue** button.

Account Management

- New User Sign up
- My Account
- Message Center
- Help & Support

Additional Services

- Criminal History Search
- Sex Offender Registry
- FACT Clearinghouse
- Consolidated Response
- UCR - Summary
- UCR - NIBRS
- Other Services & Information

Application Cont'd
(View application summary till now)

Create User Profile

Complete the following information to create the account.

User Name

Last Name (Required)

First Name (Required)

Middle Name

Please enter a complete name.

E-Mail Address

E-Mail Address (Required)

E-Mail Address (Confirm)

User CCH Access

Select the type of access to this user requires. If unsure, select the first option.

(Database User) User needs to search the database and view criminal history records.

(Account Manager) User can add, delete and modify account; and purchase credits. User can NOT perform or view criminal history searches.

(Access Only) User needs to view or discuss criminal history data printed from the website, but will not perform online criminal history searches.

(Upload Only) User needs to upload multiple searches at once and will not have access to search results.

No CCH Access

User ClearingHouse Access

Has ClearingHouse Access

No ClearingHouse Access

Organization Primary Contact

Each organization is allowed to have one user designated as the Primary Contact. This user will be contacted first if the Department must contact your agency.

Primary Contact for this Organization.

Supervision of Data & Site Access

Each user requesting access to CRS Secure Site History information must have their access supervised. This supervisor is responsible for how their designated users utilized the information obtained from this website.

Users designated as a Supervisor must sign an additional agreement.

Supervises self and/or Others.

Supervised by Existing User:

Supervised by another user.



Procedure to Add a New User (continued)

8. Click the **Submit Application** button.

Ron's Scooter Service (Test Account)

Your application is ready to be submitted.

If you wish to add additional users you can do so by clicking "Add Additional User". After reviewing your application click 'Submit Application' and DPS will review your submission. Access is not guaranteed, not instantaneous and requires approval by the Department.

[View/Edit Organization \(Ron's Scooter Service \(Test Account\)\)](#)

The following users have not yet been approved for access to the CRS Secure Site.

User	Status	Access	Email	Supervisor	Remove
test_TEST	INITIATED	Database User.	TEST1@TEST.COM	Lane,Ronnie	Remove

[Add Additional User](#)

9. The application displays a caution message. Click the **OK** button to indicate you are ready to submit the application and there will be no modifications to it.

Message from webpage

Caution: Once application is submitted no modifications can be made. Are you sure you wish to submit this application?

Procedure to Complete the Application for a New User Account

New users receive an email with a link to submit their account application.

1. Click the account activation link in the email from DPS.

Action needed regarding the Pending application.

TxDPS Website <secure_donotreply@txdpscrimerecords.org>
 Sent: Thu 7/5/2012 11:17 AM
 To: [redacted]

This message is from the TxDPS Secure Website.
<http://secure.txdps.state.tx.us/>
 +-----+
 Dear [redacted],

An account with access to Criminal History Search has been started for you on the TxDPS Crime Records Website by DPS - Crime Records Service

Follow this link to complete and submit your account application.
[http://secure.txdps.state.tx.us/DpsWebsite/Signup/SecureSite/CriminalHistory/PendingUser/Index.aspx?sUsrId=\[redacted\]&Token=\[redacted\]](http://secure.txdps.state.tx.us/DpsWebsite/Signup/SecureSite/CriminalHistory/PendingUser/Index.aspx?sUsrId=[redacted]&Token=[redacted])

If you have questions call 512-424-2474.

Thank you!



Procedure to Complete the Application for a New User Account *(continued)*

The email link takes you to your application screen on the Secure Website.

2. Click the **Continue** button.

3. Complete the Application form.

- Click the checkbox under Step 1 to confirm your account information.
- Enter your contact information.
- Enter security information.

4. Click the **Continue** button.

Application (Continued)

Organization 'DPS - Crime Records Service' has initiated the process for you to be added to DPS Secured Website account.

Clicking "Continue" allows you to input information as a new user for this organization.

(If you currently have a DPS assigned user id for this organization, please go to login page and sign in using that information.)

Validate User

sUsrId (Required)

Token (Required)

[Continue](#)

Application (Continued)

Step 1: Confirm Account Information

Confirm Details

Please confirm the following information is correct:

Organization Name

Name

Email

The above information is valid.

Step 2: Enter Contact Information

Phone Numbers

US Phone Number
 International Number

Phone (Required)

Phone (Extension)

Fax

Address Information

US Address (Texas)
 US Address (Non-Texas)
 International Address

Street (Required)

City (Required)

State (Required)

ZIP Code (Required)

Step 3: Enter Security Information

Identification

Date of Birth (Required)

Social Security Number (Required)

Account Password

Password (Required) [Requirements](#)

Password (Confirm)

Security Question

Select a security question for future account verification.

Select a question (Required)

Enter your answer (Required)

[Continue](#)



5. Click the **I Agree** button to confirm the supervisory level.

Application (Continued)

User's Supervised By You

The following users are supervised by you.

Myself

I Agree

6. Click the link(s) and read the required agreement conditions.

Application (Continued)

Agreements

You must read and agree to the following before you continue.

- [Non-Criminal Justice Entity Agreement](#)
- [Non-Criminal Justice User Agreement](#)

7. Confirm agreement with the conditions; then click the **Continue** button.

Confirm Agreement

By signing this electronic form you are agreeing to the above statements.

Your Name (Required)

Last 4 digits of your SSN (Required)

I acknowledge that I have read the above-mentioned law and policy applicable to my access to confidential criminal history record information and I understand their provisions. I further acknowledge that I am required to abide by the provisions of the above-mentioned law and policy.

[Print this page for your records](#)

Continue...

8. Click the **Validate** button to confirm your acceptance of the agreement(s).

Application (Continued)

Agreements

You must read and agree to the following before you continue.

Agreements (Accepted)

- Non-Criminal Justice Entity Agreement
- Non-Criminal Justice User Agreement

Validate

9. Click the **Submit Application for Approval** button to finalize your application.

Application (Continued)

Your application is Validated and ready to be submitted.

After submitting you cannot change your application. Your application will be reviewed by DPS. You will receive an email notification when approved.

Submit Application for Approval

The Secure Website displays a message confirming your application was submitted.

Secure Site User Signup

Your application was submitted for approval. At this time you do not have access to the submitted details.

You receive an email verifying your application was submitted for approval.

Application submitted by [Name] for CCH

TxDPS Website <secure_donotreply@txdpscrimerecords.org>

Sent: Thu 7/5/2012 11:51 AM

To: [Name]

This message is from the TxDPS Secure Website.

<http://secure.txdps.state.tx.us/>

Applicant with

Name: [Name]

EmailAddress: [Email]

completed the signup process for the Criminal History Search access and his/her application was submitted for approval.

Thank you!



Disable a User

Account supervisors need to suspend a user's account when a person they supervise moves to another job role.

1. Click the **My Account** link in the left navigation area on the Secure Site.

Account Management

[New User Sign up](#)

[My Account](#)

[Message Center](#)

[Help & Support](#)

2. Click the **Manage Supervised Users** link on the My Account screen.

Criminal History Search

[Search Database](#)

[Your Search History](#)

[Recent Credit Usage](#)

[Purchase Credits](#)

[Manage Supervised Users](#)

3. Select a filtering option at the top of the screen.

(Choose) Navigation [Home](#) | [Sign out](#) | [Support](#) | [Print](#)

CCH Supervised Users

- Display accounts supervised by me.
- Display accounts without a supervisor.
- Display all accounts.

Only active users

[Continue](#)

User Details	User Status	Supervisors	Supervision
Doe, John jdoe@organization.org 123 Main St, Hometown, TX 77777 Phone: 123 456-7890	ACTIVE	Doe, John	Supervised by me Update

4. Find the person whose access you want to suspend; then select **Disable this user** in the dropdown list.

CCH Supervised Users

- Display accounts supervised by me.
- Display accounts without a supervisor.
- Display all accounts.

Only active users

[Continue](#)

User Details	User Status	Supervisors	Supervision
Doe, John jdoe@organization.org 123 Main St, Hometown, TX 77777 Phone: 123 456-7890	ACTIVE	Doe, John	Disable this user Update Supervised by me Not Supervised by me Disable this user

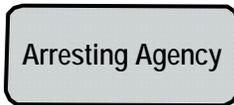
5. Click the **Update** link for the selected user.



Module 3: Handling Secure Information

Introduction to the DPS Secure Site

Criminal History Reporting Process



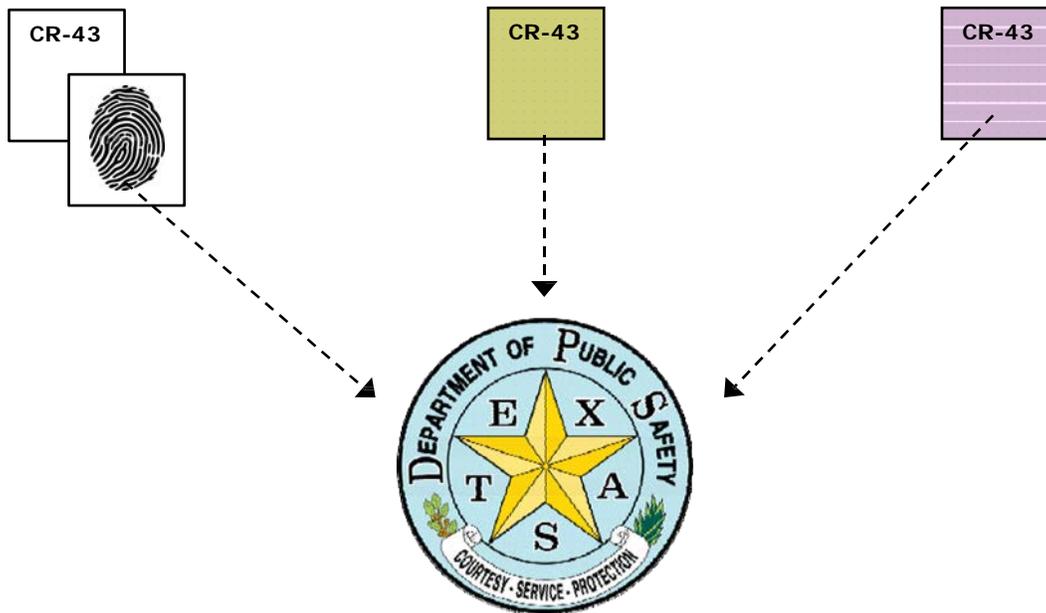
Law enforcement has seven days to forward the fingerprint card and white copy of the CR-43 to DPS.



Prosecution determines whether or not to accept the case and has 30 days to forward the yellow copy of the CR-43 to DPS.



Court has 30 days to provide the case disposition to DPS by forwarding the pink copy of the CR-43.





CHRI Search Types

The Department of Public Safety (DPS) provides and maintains two types of search vehicles to look up an individual's criminal history record. Access to each search vehicle is based on an individual's approval level.

Name-Based Searches

A name-based search relies on a comparison of similar sounding names.

Name-based search results are considered a "possible match" to the person you are searching for. For example, in November 2010 there were 3143 matches to the name James Smith in the CCH system. Search results may include partial name or date-of-birth matches.

Fingerprint-Based Searches

A fingerprint-based search is more precise than a name-based search. It relies on fingerprints and no two fingerprints are alike.

Who Is Eligible to Access the DPS Secure Website?

To be eligible for an account on the DPS secure website, your organization must fit into one of the following **two categories**:

1. Legislatively Authorized **Private Entities**:
 - Private Schools
 - Private Colleges
 - Residential Dwellings – including Housing Authorities for employment
 - Volunteer Centers
 - Safe Houses
 - In-Home Residential Service and Delivery Companies
 - Volunteer Children's Activity Providers
 - Private Health Providers – Nursing Homes/Home Health
2. Legislatively Authorized **Government Entities and Criminal Justice Agencies**:
 - Cities – employment and licensing
 - Counties – employment and licensing
 - School Districts – public schools, region service centers, charter schools, and open enrollment charter schools.
 - Higher Education – state or public colleges and universities including community colleges
 - Hospitals and Hospital Districts – public/non-profit
 - Housing Authorities – tenants only
 - Public Transportation
 - Fire Departments
 - Regional Tollway Authorities
 - State Agencies
 - Count & District Clerks
 - Juvenile Probation

If you need additional assistance to determine if you are eligible for the Secure Website, please call 512-424-2474.

If you are not eligible for the Secure Website (secure.txdps.state.tx.us), you can still access the Public Website (records.txdps.state.tx.us) for convictions and deferred adjudications.



Introduction to the Access and Dissemination Bureau

TxDPS CHRI Access & Dissemination Policy

- A non-criminal justice (NCJ) entity legislatively authorized by Chapter 411, Subchapter F of the Texas Government Code or other Texas law to receive criminal history record information (CHRI) from the Department of Public Safety (Department) may access the DPS secure database.
- A NCJ entity requesting access to the DPS secure databases must provide the Department with a signed written entity agreement in which the entity agrees to comply with Department policies regarding the use of the DPS secure database or information.
- Only those persons approved by the Department will be allowed access to the DPS secure database or information on behalf of the NCJ entity.
- A NCJ Entity must provide the Department with the name, sex, race, date of birth, and title of each official/employee of the non-criminal justice entity who will have direct access to the information received from the DPS database.
- The Department will perform a name-based background check on each name submitted, and reserves the right to require a fingerprint-based background check, prior to approving the official/employee for access to DPS Secure Database.
- Criminal history record information (CHRI) obtained through the DPS database is sensitive information and must be maintained in a secure records environment to prevent the unauthorized viewing or use of the CHRI.
 - Electronic storage of CHRI is allowed, unless retention of such information is not permitted by statute.
 - All CHRI retained electronically in storage system must strictly follow the *FBI CJIS Security Policy 5.6*.
 - All CHRI must be contained in separate file folders within the system to prevent unauthorized access, use, and dissemination of CHRI.
- CHRI received from the DPS secure database shall be used only for legislatively authorized purposes and may not be disseminated to a person that is not authorized to receive the information.
- The Department may limit the number of authorized employees within a non-criminal justice entity.
- The Federal Bureau of Investigation (FBI) may authorize certain Texas entities access to FBI criminal history record information based upon approved Texas statutes or federal law.
- Upon request by the Department, all users must provide an authorized purpose for all criminal history record information inquiries.

CJIS Security Policy

CJIS Security Policy is the **minimum** standards for accessing/storing/disseminating/destroying CHRI. The FBI maintains this policy. To access the most current CJIS Security Policy, please visit the site below.

<http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center>



Texas 411 Code Regulations

Texas Government codes 411 are also called 411 descriptors because they describe your level of access to the secure site. The legislature has created many detailed descriptors to be assigned to non-criminal justice entities, but the only descriptor you need to know about is your own.

To locate the regulations that govern your Texas 411 Code, visit to the following link:

1. <http://www.legis.state.tx.us>
2. Texas Statutes
3. Government Code
4. Chapter 411
5. Find Appropriate 411 GC



Privacy Protocol for Secure Information

Section 411.085 of the Texas Government Code

Penalty for the Unauthorized Obtaining, Use, or Disclosure of Criminal History Information

- a) A person commits an offense if the person knowingly or intentionally:
 - (1) Obtains criminal history record information in an unauthorized manner, uses the information for an unauthorized purpose, or discloses the information to a person who is not entitled to the information; or
 - (2) Violates a rule of the department adopted under this subchapter.
- b) An offense under Subsection (a) is a Class B misdemeanor, except as provided by Subsection (c).
- c) An Offense under Subsection (a) is a felony of the second degree if the person:
 - (1) Obtains, uses, or discloses criminal history record information for remuneration or for the promise of remuneration; or
 - (2) Employs another person to obtain, use, or disclose criminal history record information for remuneration or for the promise of remuneration.
- d) The department shall provide a copy of this section to:
 - (1) Each person who applies for access to criminal history record information maintained by the department; and
 - (2) Each private entity that purchases criminal history record information from the department.



Module 4: Name-Based Searches

Computerized Criminal History (CCH) Search

There are three ways to conduct a criminal history search:

1. By name and date of birth
2. By State Identification (SID) Number
3. By TRN

Introduction to Name-Based Searching

The DPS Secure Website enables you to perform a background search on a job applicant by matching the applicant's stated name to names of individuals with records in the Computerized Criminal History (CCH) system.

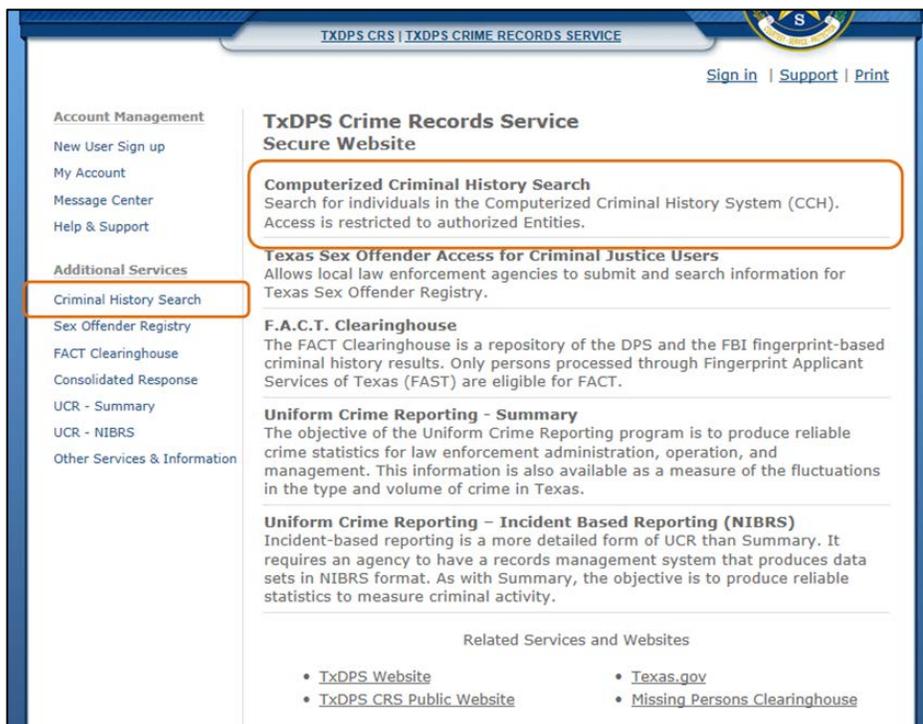
Name-Based Search



Highlights:

1. **Onetime** search.
2. Search based on **names** and date of birth.
3. Results are from Texas CCH only.
4. Records can be viewed for **24 hours** or after the record is first viewed.
5. The results for single/multi-entry searches are available for **7 days** in the search history. Batch upload searches are available for **30 days** in the Message Center for review.

You can access the Criminal History Name Search screen by clicking the **Criminal History Search** link in the left navigation column or by clicking **Computerized Criminal History Search** in the main content area on the Secure Website home page.





The Criminal History Name Search home page has information and updates that keep you informed of changes. Messages range from information about new and enhanced features to policy or program changes.

[Sign in](#) | [Support](#) | [Print](#)

Crime Records Service

- [Home](#)
- [Search Database](#)
- [Search History](#)
- [Purchase Credits](#)

Account Management

- [New User Sign up](#)
- [My Account](#)
- [Message Center](#)
- [Help & Support](#)

Additional Services

- [Criminal History Search](#)
- [Sex Offender Registry](#)
- [FACT Clearinghouse](#)
- [Consolidated Response](#)
- [UCR - Summary](#)
- [UCR - NIBRS](#)
- [Other Services & Information](#)

Criminal History Name Search

Due to a recent FBI audit, the DPS removed the FBI#/UCN from the name-based criminal history rap sheets to meet audit expectations. For non-criminal justice agencies this will be a permanent solution. For criminal justice agencies the FBI#/UCN will be added back to the name-based rap sheets in the Fall of 2016. The difference between non-criminal justice and criminal justice is authority.

<p>New Users</p> <ul style="list-style-type: none"> Access and Dissemination Policy New User Sign up How To Search 1-855-481-7071 	<p>Current Users</p> <ul style="list-style-type: none"> Search Database Your Search History Purchase Credits Your Purchase History
--	---

Searches submitted by batch are available from the Search History page for 7-days from the date searched and available for download from the message center for 30-days.

Users requiring documentation of searches performed and the hits returned, the Department recommends printing and/or saving of search responses.

Search history (what was searched for, but not what was returned) will continue to be available for 3-years from the date submitted.

Search

The Criminal History search has been updated to produce more thorough results. The system starts with a narrow search and expands to a wider search. Here is an example of some of the combinations that the system will try:

- Last, First, and Middle name.
- Last & First name without the middle name.
- Name match with a matching birth month & day.
- Entering a full date of birth will narrow the search.

We understand users like the comforting "No Hits" message but the system now automates these additional searches to ensure a thorough search.



Conduct a Criminal History Search

Perform a Search by Name

1. Click the **Search Database** link at the top of the Criminal History Name Search screen.

Current Users

- [Search Database](#)
- [Your Search History](#)
- [Purchase Credits](#)
- [Your Purchase History](#)
- [Manage Supervised Users](#)

You must agree to caveats before conducting a search.

2. Click the **I have read and agree to the above statements** checkbox; then click the **Continue** button.

Home

Caveats

It is your responsibility to make sure the records you access through this site pertain to the person about whom you are seeking information. Extreme care should be exercised in using any information obtained from this Web site. Neither the DPS nor the State of Texas shall be responsible for any errors or omissions produced by secondary dissemination of this data.

DPS cannot guarantee the records you obtain through this site relate to the person about whom you are seeking information. Searches based on names, date of birth and other alphanumeric identifiers are not always accurate. The only way to positively link someone to a criminal record is through fingerprint identification.

The unauthorized use or disclosure of information contained in this Web site may result in severe criminal penalties. See Section 411.085 of the Texas Government Code.

Criminal History Search Results will be available from the Search History page for 7-days from the date searched. After this period requests must be submitted as a new search.

I have read and agree to the above statements

[Continue](#)

3. Enter the last name and first name in the appropriate text box. **Note:** Do *not* enter spaces or non-standard characters (é, ä, etc.) within the name. For example, O'Brien should be entered as OBrien. Mc Donald should be entered as McDonald. Hyphens may be used. **Tip:** If searching for a combined (hyphenated) last name, you should search for all possible combinations. For example, if the last name is Smith-Jones, search for all of the following:

- Smith-Jones
- Smith
- Jones

Note: Middle Name is an optional field.

4. Enter the date of birth in the Year, Month, and Day fields.

Criminal History Search

Search by Name | Search by SID | Search by TRN | Upload Batch

Name to Search

Instructions: When entering names do not enter nicknames. You can enter a hyphenated name by separating the names using a hyphen. (Example: "JONES-SMITH"). The system will search for all combinations of names. The system will execute your search both with and without a middle name.

Last Name (Required)

First Name (Required)

Middle Name

Date of Birth (Required)

You are required to enter a complete or partial Birth Date.

Instructions: When searching with a complete birth date, the system will match on records with an exact birth date, a month & day match or a year-only match. Valid input options are: (a) Year, Month & Day; (b) Month & Day; (c) Year-Only.

Year

Month

Day

[Continue](#)



Perform a Search by Name *(continued)*

At this point, you can conduct a search by clicking the **Continue** button or use advanced options.

Advanced Search Options

There are two advanced options when you search by name.

1. Conduct a Multi-Entry search.

Use this option if you plan to perform multiple name searches. It allows you to enter all your searches and process them at one time.

2. Create a Search Identifier.

You can enter a search identifier that has meaning to you. You can then use this value to locate the search at a later time. A common way to identify a search is by employee ID.

Advanced Options

Multi-Entry Search (Optional)

Instructions Enable this option if you plan on performing multiple name searches. This will allow you to enter all your searches and process them all at once.

Enable Multi-Entry Searches

Search Identifier (Optional)

Instructions You can use the 'Search Identifier' as a way to locate this search at a later time. A common use is to enter an Employee ID.

Search Identifier



Perform a Search by State Identification (SID) Number

1. Click either the **Criminal History Search** link or the **Computerized Criminal History Search** section on the Secure Website home page.

TxDPS Crime Records Service Secure Website

Computerized Criminal History Search
Search for individuals in the Computerized Criminal History System (CCH). Access is restricted to authorized entities.

Texas Sex Offender Access for Criminal Justice Users
Allows local law enforcement agencies to submit and search information for Texas Sex Offender Registry.

F.A.C.T. Clearinghouse
The FACT Clearinghouse is a repository of the DPS and the FBI fingerprint-based criminal history results. Only persons processed through Fingerprint Applicant Services of Texas (FAST) are eligible for FACT.

Uniform Crime Reporting - Summary
The objective of the Uniform Crime Reporting program is to produce reliable crime statistics for law enforcement administration, operation, and management. This information is also available as a measure of the fluctuations in the type and volume of crime in Texas.

Uniform Crime Reporting - Incident Based Reporting (NIBRS)
Incident-based reporting is a more detailed form of UCR than Summary. It requires an agency to have a records management system that produces data sets in NIBRS format. As with Summary, the objective is to produce reliable statistics to measure criminal activity.

Related Services and Websites

- TxDPS Website
- TxDPS CRS Public Website
- Texas.gov
- Missing Persons Clearinghouse

2. Click the **Search Database** link on the Criminal History Name Search screen.

Current Users

- Search Database**
- Your Search History
- Purchase Credits
- Your Purchase History
- Manage Supervised Users

3. Agree to the caveats.

Caveats

It is your responsibility to make sure the records you access through this site pertain to the person about whom you are seeking information. Extreme care should be exercised in using any information obtained from this Web site. Neither the DPS nor the State of Texas shall be responsible for any errors or omissions produced by secondary dissemination of this data.

DPS cannot guarantee the records you obtain through this site relate to the person about whom you are seeking information. Searches based on names, date of birth and other alphanumeric identifiers are not always accurate. The only way to positively link someone to a criminal record is through fingerprint identification.

The unauthorized use or disclosure of information contained in this Web site may result in severe criminal penalties. See Section 411.085 of the Texas Government Code.

Criminal History Search Results will be available from the Search History page for 7-days from the date searched. After this period requests must be submitted as a new search.

I have read and agree to the above statements

[Continue](#)

4. Click the **Search by SID** link at the top of the Criminal History Search screen.

Criminal History Search

Search by Name | **Search by SID** | Search by TRN | Upload Batch

Name to Search

Instructions
When entering names do not enter nicknames or initials. You can enter a maiden name by separating the maiden name and married name using a hyphen. (Example: "JONES-SMITH"). The system will search for all combinations of maiden/married name. The system will execute your search both with and without a middle name.

Last Name (Required)

First Name (Required)

Middle Name

5. Enter an eight digit SID in the **SID Number** Field; then click the **Search** button.

Criminal History Search

Search by Name | Search by SID | Search by TRN | Upload Batch

SID Search

SID Search

SID Number (Required)

[Search](#)



Interpret Search Records

(Choose) [Sign out](#) | [Support](#) | [Print](#)

Search Criteria	Payment	Results	Record
-----------------	---------	---------	--------

Search #51666016

- [Search Database](#)
- [View Search History](#)
- [View Other Searches in this Batch](#)

Search Criteria

- Searched for 'SID: 07777777'
- Searched on 12/1/2016

Search Results

1 results

Photo	SID	Match Type	Match	Sex	Race	Result
	07777777	EXACT	DOE,JANE	F	U	Preview

Databases Searched

- CCH (Computerized Criminal History Database) A database of records supported by fingerprints.
- NBF (Name-Based File) A database of records not supported by fingerprints and may be incomplete.
- OFF (Offline Record) A database of records that are not available electronically.
- SOR (Sex Offender Registry) The Public Sex Offender Registry.

Field Descriptions

- Match Type - Indicates how the record matched.
- Match - Name / Birthdate that matched your criteria.

Match Type Descriptions

- 'EXACT' - Matched on Last, First and Middle names.
- 'SOUNDEX' - Matched on Last, First and Middle names using Soundex.
- 'PARTIAL DOB' - Matched on Birth Month & Day or Birth Year only
- 'YEAR +/-' - Matched on Birth Month, Day & +/- One Year.

The Search Results screen displays:

- Search number
- Search criteria
- List of search results
- Databases searched
- Field descriptions
- Match type descriptions

Use the Result **Preview** link on the Search Results screen to display additional information (shown on the next two pages).



Search Record – Preview

The Record Preview screen displays information from an offender’s Identification Record, Alias Record, and Arrest Record. Click the **Display Detailed Record** button to display more data, including the arrest summary and arrest details.

Record Preview

This is a record preview. To view arrest information you must view the detailed record.

[Display Detailed Record](#)

Searches based on names, date of birth and other alphanumeric identifiers are not always accurate. The only way to positively link someone to a criminal record is through fingerprint identification. It is your responsibility to make sure the records you access through this site pertain to the person about whom you are seeking information. Extreme care should be exercised in using any information obtained from this Web site. Neither the DPS nor the State of Texas shall be responsible for any errors or omissions produced by secondary dissemination of this data.

DOE,JANE (SID: 07777777)

SID	07777777
DATE LAST UPDATED	10/28/2016
SEX	FEMALE
RACE	UNKNOWN
ETHNICITY	NON-HISPANIC
HEIGHT	5'5"
WEIGHT	499 LBS
EYES	BROWN
HAIR	BLACK
PLACE OF BIRTH	TEXAS
NAME(S)	ANOTHER,TEST ARREST,TEST BOSSHOG,NICKNAME DOE,JANE (PRIMARY)



Arrest details include information such as charges, prosecutions, court records, and custody information. Only a portion of arrest details are shown here.

ARREST DATE 7/6/2003 (1 CHARGES)	
ARREST DETAIL	
ARREST DATE	7/6/2003
SEQUENCE CODE	A
ARRESTING AGENCY	MUNICIPAL COURT LUFKIN (TX0030211)
STREET / PO BOX	2 LANE STREET
CITY/STATE/ZIP CODE	TEST, TX 78000
ARREST DATE 7/6/2003 (CHARGE A001)	
OFFENSE RECORD	
AGENCY	TRAVIS CO SO AUSTIN (TX2270000)
ARREST OFFENSE	ARREST DATA NOT RECEIVED (00020000)
ARREST OFFENSE LITERAL	TESTFFDDDDFFF
LEVEL AND DEGREE OF OFFENSE	MISDEMEANOR - CLASS A (MA)
ARREST DISPOSITION DATE	7/7/2005
ARREST DISPOSITION	HELD (205)
ARREST DISPOSITION LITERAL	TEST
PROSECUTOR ORI REFERRED TO	TX9999999
PROSECUTION DETAIL	
AGENCY	COUNTY ATTORNEYS OFFICE AUSTIN (TX227013A)
PROSECUTOR ACTION FIELD	PROSECUTOR HAS CHANGED THE CHARGE (C)
PROSECUTOR OFFENSE CITATION	21.15 (B)(1B)
PROSECUTOR OFFENSE	IMPROPER PHOTO/VISUAL RECORDING AROUSE/GRATIFY (36990010)
LEVEL AND DEGREE PROSECUTED	MISDEMEANOR - CLASS B (MB)
COURT STATUS A	
AGENCY DESCRIPTION	MUNICIPAL COURT AUSTIN (TX2270111)
COURT OFFENSE	37040009
COURT OFFENSE LITERAL	TEST 07-21-2009
GENERAL OFFENSE CHARACTER	SOLICITATION TO COMMIT (S)
LEVEL AND DEGREE OFFENSE	MISDEMEANOR - CLASS B (MB)
COURT DISPOSITION	CONVICTED (310)
COURT DISPOSITION DATE	6/6/2004
DATE OF SENTENCE/STATUS	6/6/2004
CAUSE NUMBER	123456789
FINAL PLEADING	GUILTY (G)
COURT CONFINEMENT	1200
COURT FINE	200
COURT COSTS	550
AGENCY RECEIVING CUSTODY	MUNICIPAL COURT AUSTIN (TX1700000)
COURT PROVISION LITERAL	CONFINEMENT/FINE
MULTIPLE SENTENCES CODE	CONCURRENT (CC)
DOMESTIC VIOLENCE	YES (Y)



Result Explanation: Identification Information in the Record Preview

Field Identification	Description
SID (State Identification number)	State assigned number based on fingerprint(s)
Date last updated	Most recent date the record was updated
Sex	Gender of individual on the record
Race	Race of individual on the record
Ethnicity	Ethnicity of individual on the record
Height	Height of individual on the record
Weight	Weight of individual on the record
Eyes	Eye color of individual on the record
Hair	Hair color of individual on the record
Place of birth	State where individual on the record was born
DNA on file	Indication if DNA is on file (yes or no)
Name(s)	Name the individual used on the first reported arrest and aliases (if any)
Birth date(s)	Date of birth of individual on the record and birth dates associated with aliases used by the offender
Scars, marks, & tattoos	Identifying marks on the offender's skin
Miscellaneous numbers	Additional identifiers associated with the individual
Identification card(s)	State Identification Cards reported to belong to the individual
Inactive applicant status	Individual was previously reported as being one of these applicant types
Active applicant status	Individual is currently reported as one of these applicant types

Result Explanation: Arrest Information

Field Identification	Description
Arrest Details	
Arrest date	Date of arrest for the specified charge
Sequence code	Indicator of multiple arrests of an individual on the same day by different agencies
Arresting agency	Name and identification number (assigned by the FBI) of the arresting agency
Street / PO box	Location of the arresting agency
City/State/Zip code	Location of the arresting agency
Offense Record	
Agency	Name and identification number of agency where charges were filed
Arrest offense	Offense code and literal of the arresting offense
Arrest offense literal	Free text describing the offense denoted by the offense code
Level and degree of offense	Level (felony or misdemeanor) and degree (capital, 1 st , 2 nd , 3 rd , state jail "A" or "B") of the offense charged during the arrest
Arrest disposition date	Date of disposition immediate to arrest
Arrest disposition	The disposition of the arrest
Arrest disposition literal	Description or clarification of additional dispositions
Prosecutor ORI referred to	ORI of prosecutor case is referred to by the arresting agency immediately after arrest
Prosecution Detail	
Agency	Name and number of prosecutor's office
Prosecutor action field	Any actions taken by the prosecutor (e.g., change the charge)
Prosecutor offense citation	Citation of the offense
Prosecutor offense	Title of offense prosecuted
Level and degree prosecuted	Level (felony or misdemeanor) and degree (capital, 1 st , 2 nd , 3 rd , state jail "A" or "B") of the offense during prosecution



Court Status	
Agency description	Name and identification number (assigned by the FBI) of the location of the judicial disposition
Field Identification	Description
Court offense	Court record number
Court offense literal	Description of the disposed offense
General offense character	One character that describes action related to actual offense
Level and degree offense	Level (felony or misdemeanor) and degree (capital, 1 st , 2 nd , 3 rd , state jail "A" or "B") of the offense disposed by court
Court disposition	Court verdict
Court disposition date	Adult reporting: The date of the judicial disposition of the case Juvenile reporting: The date of the intake, prosecution, or court action
Date of sentence/status	
Cause number	Number assigned by the local agency for each charge
Final pleading	Final pleading of the offender to the offense
Court confinement	Duration of confinement (detention) from the judicial decision This may or may not actually be served
Court fine	Dollar amount of court fine
Court costs	Dollar amount of court costs
Agency receiving custody	Agency receiving custody
Court provision literal	Condition of probation or complete sentencing
Multiple sentences code	Concurrent sentencing codes
Domestic violence	Flag indicating domestic violence

See the below link for a list of offense codes:

https://www.dps.texas.gov/administration/crime_records/pages/appndxKOffenseCodes.htm



Search by Batch Upload

The Secure Site provides a Batch Upload Process for organizations that have the capability and desire to include multiple entries in a single search. Results for multiple offenders are provided in one file.

Perform a Batch Search

Click the **Upload Batch** link at the top of the Criminal History Search screen.

1. Create a batch file according to instructions on the next page.
2. Enter a batch description if you want to use an identifier other than the default name in the **Description** field.
3. Select your batch file by clicking the **Browse** button and navigating to the file you created in step 1.
4. Select the **Validate only** check box if you want the application to verify your batch file format before it is submitted.
5. Enter Advanced Option selections, if desired.
 - You may restrict the search to include only records that have been changed since a date you specify.
 - Choose a user to receive the batch results. (You are the default selection.)
 - Choose a format for the batch results.
6. Click the **Upload** button.

If your organization is required to purchase credits, the organization's account must contain enough credits to cover all batch submission entries prior to submitting the search. For example, if your submission contains 30 search criteria lines, your account must have 30 or more credits. If there are not enough credits to cover the submissions, the batch will be rejected and you will have to resubmit it once enough credits have been purchased



Common Formatting Mistakes with Names

The most common mistake made in the batch submission file has to do with formatting the Name filed. The name field must be formatted as follows: “[Last Name], [First Name] [Middle Name or Initial].” Please be sure to left align the name and pad the remainder of the field with spaces. The name field should total no more than 30 characters.

```
LastName,FirstName MiddleName
+-----
123456789012345678901234567890
```

Examples of Correctly Formatted Names

```
Smith,Joe
+-----
123456789012345678901234567890
```

```
Smith,Jan Kelly
+-----
123456789012345678901234567890
```

```
OMalley,Jan Kelly
+-----
123456789012345678901234567890
```

```
Smith,Jan
+-----
123456789012345678901234567890
```

Examples of Incorrectly Formatted Names

```
Extra space after the comma
Smith, Joe
+-----
123456789012345678901234567890
```

```
Extra space before the comma
Smith ,Jan Kelly
+-----
123456789012345678901234567890
```

```
Nonstandard character "'" in the name
O'Malley,Jan Kelly
+-----
123456789012345678901234567890
```

```
Nonstandard character "." in the name
Smith,Jan Jr.
+-----
123456789012345678901234567890
```

```
Did not pad with spaces
Smith,Jan Jr
+-----
123456789012
```

```
Right Aligned name.
Smith,Jan Jr
+-----
123456789012345678901234567890
```

Common Formatting Mistakes with Date of Birth

The second most common mistake made in the batch submission file has to do with formatting the Date of Birth field. The Date of Birth field must be in the four-digit year, two-digit month and two-digit day (YYYYMMDD) format.



Batch Search Results

Account Management

New User Sign up

My Account

Message Center

Help & Support

DPS delivers secure messages, including batch search results, through the online Message Center. The Message Center link is located in the Account Management navigation area.

In the Message Center, you can use the Message Category filter to sort your messages.

The screenshot shows a web interface for the Message Center. At the top, there is a date '06/21/17' and a link 'Download CCH Results for batch #5850249 [NEW!]' next to the title 'CCH Batch Results'. Below this is an 'Options' section with four checkboxes: 'Display System Messages.' (checked), 'Show 'Read' Messages.' (checked), 'Show 'Archived' Messages.' (unchecked), and 'Show only My Messages.' (unchecked). A 'Message Category Filter' dropdown menu is set to 'CCH Batch Results'. A 'Display' button is located below the dropdown.

You will get email notices when there is new account information in the Message Center.

Batch Errors

If your batch upload file contains format errors, you will see an explanation of the problem(s). You need to correct the errors; then upload the file again.

!! Invalid Batch File !!
The file you uploaded is an Invalid batch file.

Batch Upload

Please correct the following errors and upload the batch file.

[Upload](#) | [Cancel](#)

Error description

```

000 001: LOCATION=NAME ERROR=Invalid Name. Format ( LAST,FIRST MIDDLE )
000 001:   TYPE=PARSE_ERROR
000 001:   TIP=Format text as 'LAST,FIRST MIDDLE'
000 001:   INPUT=Smith, John Wayne          mu1951121901812864 (offline)
.
000 002: LOCATION=[UNKNOWN] ERROR=Invalid Line Length (Line too Short)
000 002:   TYPE=PARSE_ERROR
000 002:   TIP=Please check for invalid characters or incorrect format.
000 002:   INPUT=Doe, Jane                  fw19610506 (sor)
.
000 003: LOCATION=NAME ERROR=Invalid Name. Format ( LAST,FIRST MIDDLE )
000 003:   TYPE=PARSE_ERROR
000 003:   TIP=Format text as 'LAST,FIRST MIDDLE'
000 003:   INPUT=O'Mann, John Wayne       mb19801204 (restricted)
.

```

Hint for fixing error

Text line in the batch file

Line number/location in the batch file

This file contains three errors — one on each of the first three lines. The error message displays four rows of explanation for each line with an error.



Module 5: Fingerprint-Based Searches – FACT Clearinghouse

Introduction to FACT Clearinghouse

The FACT (Fingerprint-based Applicant Clearinghouse of Texas) Clearinghouse is a subscription-based, aggregated repository of the DPS and the FBI fingerprint-based Criminal History Record Information (CHRI) database. Only persons processed through Fingerprint Applicant Services of Texas (FAST) are eligible to use FACT. (FAST is a DPS service that provides the electronic capture and submission of fingerprints for background checks.)

FACT Clearinghouse: Fingerprint-Based Search



Highlights:

1. **Onetime search** or **ongoing notification** subscription service.
2. Notifications based on **new record activity in Texas**.
3. Responses include most current Texas Computerized Criminal History (CCH) (beyond time of fingerprinting*) and FBI response (at time of fingerprinting).
4. Access is allowed **for more than one authorized entity**.
5. Results can be **viewed indefinitely**.

*“Beyond time of fingerprinting” means that after the initial fingerprinting the Texas CCH records are continually updated on a regular basis and if there is new activity on this applicant the Texas records will reflect the activity. The FBI records, on the other hand, will remain a static snapshot of the applicant’s records at the time of the initial fingerprinting.

1. The results are available for **7 days** for batch search, **30 days** for Message Center review.



Fingerprint Applicant Services of Texas (FAST)

To run a fingerprint background check:

Identigo
Texas Fingerprint Service Code Form

PERSONAL REVIEW

Service Name: PERSONAL REVIEW
To schedule your thermal fingerprint appointment, simply visit <https://uenroll.identigo.com> and enter the following Service Code: **11FT13**

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 thereafter 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 read 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, Chanteburg, WV 26306.

Don't have access to the Internet? You can still schedule an appointment by calling 868.467.2080

Step 1:

Obtain a Service Code Form

The Service Code Form will contain the required information for fingerprinting. This form will provide you with a service code, which is needed to determine the reason for fingerprinting and to which agency the fingerprinting results will be sent.

Step 2:

Schedule an Appointment.

Once you have obtained a Service Code Form, the applicant may set up an appointment online at <https://uenroll.identigo.com/>, or by phone by contacting MorphoTrust at 1-888-467-2080. The applicant will need to take a valid government-issued ID or driver's license with them to the fingerprinting appointment. A thermal receipt containing a UEID number will be given to the applicant once the appointment has been completed. If there are no issues with the fingerprints, results should be available within 72 hours.



*For full list of approved "Documents to Prove Identity for Fingerprinting," you may visit the link below.
http://www.dps.texas.gov/administration/crime_records/pages/applicantfingerprintservices.htm



Search the FACT Clearinghouse

“View Worklists” Instructions

The FACT Clearinghouse subscription service notifies an entity of new arrests as Texas law enforcement agencies report arrests to the DPS. Notifying entities means the entity does not have to re-run background checks of employees to determine if a new arrest has been received after the initial check.

1. Click the **FACT Clearinghouse** link on the Secure Site.

TxDPS Crime Records Service Secure Website

Computerized Criminal History Search
Search for individuals in the Computerized Criminal History System (CCH). Access is restricted to authorized Entities.

Texas Sex Offender Access for Criminal Justice Users
Allows local law enforcement agencies to submit and search information for Texas Sex Offender Registry.

F.A.C.T. Clearinghouse
The FACT Clearinghouse is a repository of the DPS and the FBI fingerprint-based criminal history results. Only persons processed through Fingerprint Applicant Services of Texas (FAST) are eligible for FACT.

Uniform Crime Reporting - Summary
The objective of the Uniform Crime Reporting program is to produce reliable crime statistics for law enforcement administration, operation, and management. This information is also available as a measure of the fluctuations in the type and volume of crime in Texas.

2. Click the **View Worklists** link on the FACT Clearinghouse screen.

FACT Clearinghouse

Home

View Worklists

Search FACT Clearinghouse

Purchase Credits

Notification Settings

Offline Applicant Management

FBI Rap Back

Applicant Subscription Cart

Subscription Payment History

Applicant Paid Subscriptions

Account Management

FACT Clearinghouse

New Users

[New User Sign up](#)

[Access and Dissemination Policy](#)

Current Users

View Worklists

[Search FACT Clearinghouse](#)

[Offline Applicant Management](#)

[Applicant Subscription Cart](#)

What is FACT Clearinghouse?

The FACT Clearinghouse is a repository of the DPS and the FBI fingerprint-based criminal history results. The FACT Clearinghouse allows an authorized entity access to a consolidated response of the DPS and FBI criminal history fingerprint results, including an electronic subscription and notification service for new arrest activity on subscribed persons.

3. The worklists will display



Worklists Page

The Worklist page consists of Worklists organized by applicant type. Any Worklist that contains open applicants will be displayed along with the number of applicants. If a Worklist is empty, it will not be displayed. Selecting a specific Worklist will display the applicants contained within that Worklist. A short description of each applicant type is included, and a link to each Worklist is displayed.

Applicant Type	Applicant Description	Worklist	Applicants
TXFACT00Z	ISD CONTRACTOR		
		REJECT_CCH	33
		NEW_HIT	65,253
		NEW_HIT_SOR	120
		NEW_NOHIT	132,605
		NEW_OTHER	23
		NEW_SUBSCRIPTION	4
		EVENT_CCH	46
		REJECT_FBI	273
		REJECT_FBI_MULTIPLE	3

Work List Descriptions:

- **New** - A new manual subscription or an automatic subscription created.
- **New-Hit** - Automatic subscription where the Clearinghouse had either a DPS or FBI criminal history record.
- **New-No Hit** - Automatic subscription where the Clearinghouse did not have a DPS or FBI criminal history record.
- **Renew-Hit** - Where the renewed Clearinghouse had either a DPS or FBI criminal history record.
- **Renew-No Hit** - Subscription where the renewed Clearinghouse did not have a DPS or FBI criminal history record.
 - *NOTE:* Renewal means there was already a subscription to a SID and a new set of prints were submitted.
- **FBI Rejected** - This indicates the fingerprints were rejected by the FBI. This record will not have an FBI response until the prints are resubmitted.
 - *NOTE:* If there was a previous FBI response on file, then that will be available until a new FBI response is received.
 - *NOTE:* Not available on manual subscriptions or automatic subscriptions created before we implemented the integration with Consolidated Response.
- **CCH Event** - There was a new arrest or court event added to the Texas criminal history record or applicant record.
- **Consolidated** - Indicates the record was consolidated to the SID listed next to it.
 - *NOTE:* Not available on consolidations that occurred before we implemented the new handling of consolidated records.



Worklist Applicants Page

This page describes the list of applicants associated with the Worklist. The page lists the state identification number, the applicant’s name, and the event date, which may be different from the fingerprint submission date. Clicking “View Detail” brings up the applicant detail page.

Applicants							
SID	Name	Cause Number	Event Date	Initial Response	Action		
SID	NAME		12/17/2014	✔ ✔ ✔	Detail	Close	
SID	NAME		06/17/2015	✔ ✔ ✔	Detail	Close	
SID	NAME		09/30/2014	✔ ⚠ ✔	Detail	Close	
SID	NAME		01/27/2014	✔ ✔ ✔	Detail	Close	

Key

Applicant submission indicators display the HIT/NOHIT status at the time the applicant submission was processed. Current HIT/NOHIT status must be determined by reviewing the Applicant Record Detail.

Applicant Submission Indicators correspond to responses from CCH, FBI & SOR respectively.

Applicant Submission Indicators:

- ✔ There was no criminal history in the response.
- ⚠ A Criminal History was found in the response and should be reviewed.
- ✘ The Fingerprint event was rejected and must be resubmitted.
- 🕒 The response has not yet been submitted and/or returned.
- After 1-month, applicant submission indicators are not available and are displayed as this indicator.

SID - The SID is a unique identifier number created by TxDPS.

Name – This is the primary name of the individual on file with TxDPS.

Event Date – The Event Date pertains to the last arrest or court event for each subscription.

Click the **Detail** button in the final column to go to the individual subscription page.



“Create Subscriptions” Instructions

Subscribing and Unsubscribing

Note: Search for applicant through the Work List or Search FACT Clearinghouse to get to Applicant Detail page.

1. Click on “Manage this Record's Subscription” - a pop-up window will allow you to access and edit the subscription information

FACT Clearinghouse Subscription

Your Agency is subscribed to this applicant and will receive notifications for certain events.

Subscription Action

No Change - Keep My Agency Subscribed

Unsubscribe - Remove My Agency's Subscription

Subscription Detail

Applicant Purpose (Required) (Please select a value) Required

Subscription Key i

Save

2. Subscribe or unsubscribe to the applicant’s record here. The options on this page will change depending on what you are trying to do.
 - When subscribing you must select the Applicant Purpose from the drop down menu. This means you will access the applicant record under this ORI.

Subscription Key When editing a subscription, you can add a subscription key. Note: this will not delete a current subscription key—all entries are saved in the system.



“Displaying a Record” Instructions

Worklists	Worklist Applicants	Applicant Details																								
Applicant Detail																										
<ul style="list-style-type: none"> • View Worklists • View Worklist Detail • Search Applicants 																										
What would you like to do?																										
<ul style="list-style-type: none"> • Mark this record as Closed ⓘ • Manage this Record's Subscription ⓘ • Validate Subscription • View this Record's Texas & FBI Criminal Histories 																										
<table border="1"> <tr><td>SID</td><td></td><td></td></tr> <tr><td>NAME(S)</td><td></td><td></td></tr> <tr><td>BIRTH DATE(S)</td><td></td><td></td></tr> <tr><td>SEX</td><td></td><td></td></tr> <tr><td>RACE</td><td></td><td></td></tr> <tr><td>DL NUMBER</td><td></td><td></td></tr> <tr><td>FBI#</td><td></td><td></td></tr> <tr><td>ACTIVE APPLICANT STATUS</td><td></td><td></td></tr> </table>			SID			NAME(S)			BIRTH DATE(S)			SEX			RACE			DL NUMBER			FBI#			ACTIVE APPLICANT STATUS		
SID																										
NAME(S)																										
BIRTH DATE(S)																										
SEX																										
RACE																										
DL NUMBER																										
FBI#																										
ACTIVE APPLICANT STATUS																										
<div style="background-color: #e0ffe0; padding: 5px;"> <p>Fee-Based Record Access Your agency does not have a recent Applicant Submission for this applicant, therefore requesting access to the Texas Arrest & FBI Arrest Records (even if not present) will incur a cost for your Agency.</p> <p>Insufficient Credits You need to purchase credits to view the Criminal History of this applicant.</p> <p>Your Agency Is Subscribed Your agency is subscribed to this applicant and will receive notification for certain events.</p> <p>Applicant Record Is Open This applicant is new or the subscription of your agency has indicated a status change. Close the Applicant once the record has been reviewed.</p> </div>																										

- To view the Texas and FBI Criminal History details, click on
 - View this Record’s Texas & FBI Criminal Histories link (top of page) or
 - Display Texas & FBI Criminal Histories button (bottom of page)

Note: By displaying the Texas and FBI criminal history, possible charges may occur.

Associated Costs

If this is your first time to view the Texas and FBI responses, you will NOT be charged for the initial viewing. The cost of the initial viewing was included in the FACT fees.

Depending on your legislatively mandated status, you may or may not be charged to view this record.

Once you have clicked the **Display Record** button, you may freely view the Texas and FBI records as many times as necessary for up to 30 days. After 30 days, your organization will be subject to standard billing.

- The **Arrest Summary** will be at the top of Texas history. This summarizes all arrest events for the individual to date.

As mentioned earlier, Texas history can be quite lengthy. Some notable terms to look for:

- Offense Detail
- Prosecution Detail
- Court Status

These results will give you the complete picture of the arresting event(s).

- Scroll down the page until you get to the **Offense Detail**. These are arresting event details as reported by the arresting agency.



"Displaying a Record" Instructions (continued)

4. Scroll further to find the **Prosecution Detail**. These are the event details as reported by the prosecutor's office.
5. Scroll down again to find the **Court Status**. This is the status of the event as reported by the court.

The three notable fields in Texas history — the Offense Detail, the Prosecution Detail, and the Court Status — should give you the complete story of the arrest events for an individual. You may also compare these results with the FBI response. The FBI results should support the information in the CCH report under the section, **FBI Identification Record**.



Notifications

Notification Settings

Notification settings are available through the notification settings, on the worklist page and on the Main FACT Clearinghouse page. Please note, only supervisors should alter the notification settings.

Worklists	Worklist Applicants	Applicant Details
FACT Clearinghouse		
<ul style="list-style-type: none"> Search FACT Clearinghouse Notification Settings 		
Show Read Me		
Worklists		
Applicant Type	Applicant Description	Applicants
TXFACT00Z	ISD CONTRACTOR	
	NEW SUBSCRIPTION	134
	EVENT_CCH	19

<ul style="list-style-type: none"> FACT Clearinghouse Home View Worklists Search FACT Clearinghouse Purchase Credits Notification Settings Offline Applicant Management FBI Rap Back Applicant Subscription Cart Subscription Payment History Applicant Paid Subscriptions 	<h3>FACT Clearinghouse</h3> <table border="1"> <tr> <td> New Users New User Sign up Access and Dissemination Policy </td> <td> Current Users View Worklists Search FACT Clearinghouse Offline Applicant Management Applicant Subscription Cart </td> </tr> </table> <h3>What is FACT Clearinghouse?</h3> <p>The FACT Clearinghouse is a repository of the DPS and the FBI fingerprint-based criminal history results. The FACT Clearinghouse allows an authorized entity access to a consolidated response of the DPS and FBI criminal history fingerprint results, including an electronic subscription and notification</p>	New Users New User Sign up Access and Dissemination Policy	Current Users View Worklists Search FACT Clearinghouse Offline Applicant Management Applicant Subscription Cart
New Users New User Sign up Access and Dissemination Policy	Current Users View Worklists Search FACT Clearinghouse Offline Applicant Management Applicant Subscription Cart		



How to Edit the Notification Settings:

1. Select Notification from either of the above locations.
2. For each Notification Recipient, you will select the Sub or Data notification box for appropriate the users.
3. Click Add Notification Setting button when all changes have been made.

FACT Clearinghouse

- Home
- View Worklists
- Search FACT Clearinghouse
- Purchase Credits
- Notification Settings
- Offline Applicant Management
- FBI Rap Back
- Applicant Subscription Cart
- Subscription Payment History
- Applicant Paid Subscriptions
- Account Management
- New User Sign up
- My Account
- Message Center
- Help & Support
- Additional Services
- Criminal History Search
- Sex Offender Registry
- FACT Clearinghouse
- UCR - Summary
- UCR - NIBRS
- Other Services & Information

Notification Settings

- [View Worklists](#)
- [Search FACT Clearinghouse](#)

Read Me

Instructions: Update notification settings using the checkboxes. Changes are automatically saved. To add a new setting, click the Add Notification Setting button. To delete, click the Delete Link of the corresponding recipients.

Organization Criteria

Org Id

Organization Name

Notification Recipients

Show only notification recipients with settings

Notification Recipient	Sub	Data	
<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
mudd,pupp	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Testly,testsy	<input type="checkbox"/>	<input type="checkbox"/>	Delete

[Add Notification Setting](#)

NOTE: All new users with FACT Clearinghouse access will automatically be set up to receive both notifications. Follow the above instructions to edit to meet your agency's needs.



Handle Exceptions in the FACT Clearinghouse Search Process

Error Resolution Process

For all change requests or record disputes, direct the applicant to the DPS website to obtain a **Help Us Help You** form and follow the error resolution process.

- To obtain a form, type "Help Us Help You" into the search field of the DPS website (http://www.dps.texas.gov/administration/crime_records/pages/index.htm).


HELP US HELP YOU

TO EXPEDITE YOUR REQUEST, PLEASE READ THE IMPORTANT INFORMATION BELOW:

The Texas Department of Public Safety, Crime Records Service (CRS) is the Texas repository for criminal history information. The information reported on your Criminal History Record Information (CHRI) report is provided to CRS by various criminal justice agencies (i.e. police departments, prosecutors, court clerks, Texas Department of Criminal Justice, etc.). If you feel your CHRI should be modified, our Error Resolution process gives you the opportunity to do this if the necessary supporting documentation is provided to us. Please follow the guidelines listed below for changes involving arrest and/or disposition data. Be sure to submit any required documentation along with your Error Resolution form.

Arrest Data

To modify arrest data (i.e. arrest charges, date of arrest, etc.) stated on your CHRI report, YOU must contact the arresting agency. CRS requires written notification on the letterhead from the ARRESTING AGENCY to correct this information.

Disposition Data

To correct and/or update missing disposition data, YOU must contact the court of jurisdiction and request a certified copy of the disposition. Once you have obtained the certified court document, forward it to CRS Error Resolution Unit for updating to your CHRI. Be advised, photo static copies are NOT acceptable unless they contain an embossed (raised design) seal from the issue court.

Mail: Texas Department of Public Safety
Crime Records Service
Error Resolution Unit
P.O. Box 4143
Austin, TX 78752
Fax: 512-424-5577
Email: errormresolution@tdps.state.tx.us

Once the documents are received, the Error Resolution Unit will apply the updates and an updated copy of the record will be mailed to you.

Chapter 411, Subchapter F, Texas Government Code governs the access and use of CHRI data. That statute follows the national model established in federal regulation for the nation-wide CHRI file managed by the FBI. In addition, certain federal statutes affect the use of the Texas CHRI. The Texas CHRI data can only be disseminated from DPS:

- (1) To criminal justice agencies for criminal justice purposes, including law enforcement agencies during investigations.
- (2) To entities identified in the Government Code (and a few other statutes) for background searches for specific non-criminal justice purposes, such as:
 - a. Certain governmental licenses (medical, law, educator, etc.)
 - b. Certain jobs serving vulnerable populations, especially children, the elderly and the disabled (day care centers, nursing homes, hospitals, mental health workers, etc.)
 - c. Certain security sensitive jobs, such as nuclear power plants, financial institutions, etc.
 - d. Brady firearms sales
- (3) To the person himself or herself
- (4) For certain research purposes



Record Exceptions

Exceptions can occur in the CHRI search process. Contact the **Error Resolution Unit** with questions or concerns about any of these exceptions.

Expunction

What is it?

An **expunction** is a court order that requires destruction of record events related to the order. The order requires agencies listed in the order to destroy the record.

How does it work?

If a case is expunged the individual may deny the occurrence of the arrest and in most situations may deny the existence of the events listed in the order.

Non-Disclosure

What is it?

With a **non-disclosure order**, criminal records are exempt, or sealed, from disclosure under the Public Information Act. The non-disclosure order also allows the individual to deny the occurrence of that arrest and prosecution unless the records are being used in subsequent criminal proceeding.

How does it work?

If an individual has completed deferred adjudication and the waiting period for the offense has passed, they may petition for an order of non-disclosure.

Deferred Adjudication

What is it?

A **deferred adjudication** is a type of plea bargain agreement that is made between the court and the defendant where the final verdict of a case is postponed until a later time.

How does it work?

In order to receive a deferred adjudication, the defendant must plead guilty or no contest to the charge and be placed on community supervision or probation. On expiration of a community supervision period, the judge may dismiss the charges and the defendant can petition for an order of non-disclosure.

Deferred Prosecution

What is it?

Deferred prosecution is an informal agreement between the defense lawyer, the defendant, and the prosecutor to dismiss a case up front, that is, in advance of the accused agreeing to some concessions.

How does it work?

Successfully completed deferred prosecutions are eligible for complete expunctions, unlike deferred adjudication.