

Northeast Texas Child Advocacy Center Background Check Request

Purpose: The purpose of this form is to grant representatives of authorized Volunteer Organizations permission to request, on the behalf of potential and current volunteers, employees, and board members:

- a criminal history checks from the Texas Department of Public Safety (DPS) and
- a check from the Texas Department of Family and Protective Services (DFPS) Central Registry of Child Abuse and Neglect.

Please go to the link below to review the policy, expectations, and/or requirements related to background check requests processed by DFPS. <http://www.dfps.state.tx.us/backgroundchecks>

PLEASE PRINT LEGIABLY IN BLACK INK:

Name First: _____ **Middle:** _____ **Last:** _____

Maiden Name: (Married, Maiden, Alias, etc – First, Middle, Last (continue on back if needed))

Social Security Number: _____ **Driver's License:** _____ **State:** _____

Date of Birth: _____ **Gender:** Female Male

Ethnicity: Hispanic Not Hispanic **Race:** White Black American Indian/Alaskan Native Asian Native Hawaiian/Pacific Islander Unable to Determine

Contract Information: *Please enter a physical address. P.O. Boxes cannot be accepted.*

Current Address - _____ **County:** _____

City: _____ **State:** _____ **Zip Code:** _____

Previous Addresses - *Please enter a physical address. P.O. Boxes cannot be used.*

List any other additional addresses or cities in Texas that you have lived in (continue on back as needed)

Primary Phone: _____ **Secondary Phone:** _____

Email: _____

Signature: _____ **Date:** _____

***PLEASE NOTE:** If you are not cleared through the Child Abuse/Neglect Central Registry and/or the Texas Department of Public Service Criminal history check, a representative from DFPS will contact you directly (via mail, email or phone call) to discuss if there are any discrepancies.

This section of the form must be signed by the subject of the background check and not the designee.

- I am the person listed above. The information in this document is correct and I am a prospective or current volunteer, employee, or board member of the Northeast Texas Child Advocacy Center. I agree to update the volunteer organization of any changes to the information above.
- I grant permission to the Northeast Texas Child Advocacy Center to request a Child Abuse/Neglect Central Registry and a Texas Department of Public Service Criminal history check as well as any subsequent checks so long as I am active with that agency.
- I authorize DFPS to transmit the results of this background check via e-mail and I acknowledge that DFPS cannot guarantee that information transmitted electronically is secure and accessible only to approved parties.
- I understand that the information I am providing will be part of any request and that providing false information is a violation of Texas Penal Code Section 37.10.
- I acknowledge that my designee can receive my background check results.

Note to the Subject of the Background Check:

As required by the Texas Family Code 261.002, DFPS maintains a central registry of reported cases of child abuse and neglect. The DFPS Central Registry consists only of information gathered during Child Protective Services (CPS), Child Care Licensing (CCL), and Adult Protective Services (APS) facility investigations of child abuse and neglect in cases that were given a disposition of “reason to believe” for CPS and CCL cases or “confirmed and validated” for APS cases, and the person had a role of *designated perpetrator* or *sustained perpetrator* (Please Note: Cases involving adult victims are not included in the DFPS Central Registry).

In addition, you will not clear the Central Registry check if you are involved as an alleged perpetrator in an open child abuse or neglect investigation being conducted by DFPS. A new Central Registry check may be requested at the conclusion of the investigation to determine whether you have been listed as a designated perpetrator on the Central Registry of Child Abuse and Neglect.

As the subject of the request, you have the right to review the results of this check. If Central Registry history is found that identifies you as a person who has been found to have abused or neglected a child, DFPS will only send the results directly to you via mail or e-mail.

The criminal history check from DPS will include all Texas-based arrests and dispositions, including both convictions and cases with unknown dispositions. In some cases, the search will produce juvenile criminal history results.

Unknown disposition information found may not be the most up-to-date information available. If the results returned from DPS include an unknown disposition, contact the court of jurisdiction and request an official certified copy of the disposition. The official certified copy and an Error Resolution Form should be sent to DPS at P.O. Box 4143, Austin, TX 78765 in order for the person’s criminal history to be updated with DPS. If you dispute the criminal history returned from DPS you will need to request a personal review by completing the TXIREVIEW FAST Pass and submitting fingerprints to DPS. To schedule a fingerprint appointment, you will need to contact MorphoTrust enrollment services at (888) 467-2080. You will need to take the TXIREVIEW FAST Pass with you on the date of your scheduled fingerprint appointment.