IdentoGO
By MorphoTrust USA

Texas Fingerprint Service Code Form

JBCC - Court Reporters Certification Program

**Service Name: JBCC - Court Reporters Certification Program**

To schedule your ten-minute fingerprint appointment, simply visit **https://uenroll.identogo.com** and enter the following Service Code

11F2KR

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

## 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 hereafter 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 need 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, Clarksburg, WV 26306.

Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080

LRC
in TX

The general process for electronic fingerprinting is:

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their IdentoGo enrollment centers.
    - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
        a. **You may begin the process now by simply clicking on this link: https://uenroll.identogo.com/servicecode/**
        b. Provide all required pre-enrollment data and select a convenient date and time for your appointment
    - If you prefer to schedule over the telephone, you must:
        a. Have your Service Code ready (11F2KR), then call **888.467.2080;**
        b. MorhphoTrust will prompt you for the Service Code (11F2KR);
        c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
2. Arrive at your scheduled appointment with your photo identification and fee
    - If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here: http://www.l1enrollment.com/state/forms/tx/55fc619a7f7aa.doc
    - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
    - Please note that personal checks and cash are **not accepted.**
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an IdentoGo receipt stating that you were fingerprinted.
    - Do not throw away the receipt;
    - You may check status on your submission by clicking on this link: **https://uenroll.identogo.com/servicecode/** and then;
    - Click "**Check Status**"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

Exception to Electronic Fingerprinting - Fingerprint Cards:

When electronic fingerprinting is not available (**out of state applicants**), the following process must be followed to submit ink fingerprint cards.

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.

Internet based pre-enrollment is the quickest and most convenient way to submit fingerprint cards.

a. You may begin the process now by simply clicking on this link: https://uenroll.identogo.com/servicecode/ and then;

b. Click "Schedule an Appointment";

c. On the next screen, click the "Pay for Ink Card Submission" button and complete all required fields on the following page;

d. Complete payment screen;

e. Print the confirmation document containing a bar code and **complete by signing the waiver and filling in contact information**;

f. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation document.

If you prefer to pre-enroll over the telephone, you must:

a. First download the TX Fingerprint Service Code form here: [https://uenroll.identogo.com/servicecode/];

b. Then call 888.467.2080

c. Please have the TX Fingerprint Service Code form before you call –MorhphoTrust will prompt you for the Service Code (11F2KR) on the form;

d. Inform the MorhpoTrust representative that you wish to pre-enroll for a "hard card submission";

e. Once payment is complete a summary confirmation document will be emailed to you;

f. Print the confirmation document and complete by signing the waiver and filling in contact information;

g. Obtain a copy of your fingerprints by a **criminal law enforcement agency** on an original FBI APPLICANT fingerprint card that includes: JBCC ORI. ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card.

h. Once you have obtained your fingerprint cards, follow mail-in directions on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.

You may check status on your submission by clicking on this link: https://uenroll.identogo.com/servicecode/ and then;

a. Click "Check Status"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.