

TEXAS BOARD OF PROFESSIONAL ENGINEERS CRIMINAL HISTORY RECORD CHECK PROCEDURES INSIDE THE STATE OF TEXAS:

1. Each licensee or applicant is required to have a Fingerprint Applicant Service of Texas (FAST) form, which contains unique information for each applicant or licensee. • The applicant or licensee will download and print the copy of the FAST form from the Texas Board of Professional Engineers (TBPE) website. Obtain your FAST Pass Here:

<http://engineers.texas.gov/fastpass>

• Each FAST form will contain the TBPE name and agency code (ORI #) as well as the individual's unique identification number (Texas PE license number or unique applicant number obtained from the TBPE)

2. Each applicant/licensee will contact Morphotrust USA directly to **schedule an appointment** for fingerprinting by one of the following: • Schedule online and pay at

<http://www.identogo.com>; or Call 1-888-467-2080 to schedule an appointment

• *Each applicant will pay the processing fee on \$41.45. If paid with credit card, there will be a convenience fee added.*

• When scheduling, each applicant/licensee will be able to pay the processing fee online, if desired, and will be prompted for the following information: • Date of Birth

- Sex
- Race
- Height
- Weight
- Eye Color
- Hair Color
- Place of Birth
- Home Address
- Driver's License number
- Referral Number (this is the ORI# on the FAST form)

2. Applicants/licensees will go to the MorphoTrust location at the scheduled appointment date and time. At the time of fingerprinting, the applicant/licensee will also provide: • The appropriate fee (if not already paid online)

- Driver's License number
- Social Security Number
- TBPE issued FAST form (completed and signed)
- Note: Some MorphoTrust locations are actually in conjunction with another business (learning center, testing center, multi-use facilities, etc.). The actual building or location name will be noted on your registration information, but the name MorphoTrust may not be displayed as the business name.

3. At the time of fingerprinting, the applicant or licensee must provide valid, current photo identification, which may be one of the following: • State Issued Driver's license

- US Passport
- US Citizenship Certificate
- US Military ID
- Others listed at: http://www.tl.enrollment.com/state/forms_tx

4. After providing fingerprints, all applicants/licensees will be provided a Tracking Control Number (TCN). **Please keep this information.** While a record of your background check will be automatically sent to TBPE and will be noted in your record for your application or your renewal, you may be asked to provide the TCN number and the date the fingerprints are given when prompted by the TBPE at the time of application or renewal of a license.

You are now finished with the process!