

Background Check Information

Results of a Background check are REQUIRED for certification. Applicants have the following options:

Organization	Background Check Name
Texas Department of Public Safety -	TCIC AND NCIC (MUST HAVE BOTH)
IdentoGO -	Personal FBI History Check

Directions for IDENTOGO'S FBI History Check:

1. Schedule appointment online or over the phone **(877-783-4187)**.
 - a. Sign up online at <https://uenroll.identogo.com/workflows/111VVQ>
 - i. If applying over the phone, the service code is 111VVQ.
 - b. When giving reason for FBI Identity History Check, choose "personal review" - **this is not for employment nor a license.**
 - c. When asked if you have an Authorization Code (Coupon Code) for payment, select "NCAC" and enter the NCAC Code obtained from the TCB office.
 - i. ****This code will be provided once an application has been submitted and approved and the application fee has been paid.**
 - d. 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.
 - a. Payment options: Visa, MasterCard, Discover, American Express, business checks and money orders (required AT THE TIME OF SERVICE).
 - b. Please note that personal checks and cash are **not accepted**.
3. Your background results will be delivered to you electronically.
4. Submit the results to 401 Ranch Road 620 S, Ste. 310, Austin, TX 78734

Directions for DPS Background Checks:

1. Go to your local DPS office and ask if they provide TCIC **AND** NCIC background checks (not all DPS offices offer background checks)
2. Schedule an appointment (if available at the DPS office)
 - a. When giving reason for obtaining TCIC **AND** NCIC, choose "personal review"
 - b. When asked if you have an Authorization Code (Coupon Code) for payment, select "no".
 - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment.
3. Arrive at your scheduled appointment with your photo identification and fee.
 - a. Payment options: Visa, MasterCard, Discover, American Express, business checks and money orders (required AT THE TIME OF SERVICE).
4. Submit the results **WITH YOUR APPLICATION** to 401 Ranch Road 620 S, Ste. 310, Austin, TX 78734