

## 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 <b>AND</b> NCIC (MUST HAVE BOTH)
IdentoGO -	Personal FBI History Check

### Directions for IDENTOGO'S FBI History Check:

- Schedule appointment online or over the phone **(877-783-4187)**.
  - Sign up online at <https://uenroll.identogo.com/workflows/111VVQ>
    - If applying over the phone, the service code is 111VVQ.
  - When giving reason for FBI Identity History Check, choose "personal review" - **this is not for employment nor a license.**
  - Provide all required pre-enrollment data and select a convenient date and time for your appointment.
- Arrive at your scheduled appointment with your photo identification and fee.
  - Payment options: Visa, MasterCard, Discover, American Express, business checks and money orders (required AT THE TIME OF SERVICE).
  - Please note that personal checks and cash are **not accepted**.
- Your background results will be delivered to you electronically.
- Submit the results to PO Box 342343, Lakeway, TX 78734

### Directions for DPS Background Checks:

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