

## 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	FBI History Check

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

1. Schedule appointment online or over the phone.
  - a. Sign up online at <https://uenroll.identogo.com/workflows/111VVQ>
  - b. When giving reason for FBI Identity History Check, choose "personal review"
  - c. When asked if you have an Authorization Code (Coupon Code) for payment, select "no".
  - 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 electronically.
4. Submit the results **WITH YOUR APPLICATION** 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