

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

Arlington Housing Authority

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Hire _____ Not Hired _____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	

## Criminal Background Screening Request and CCH Form

<b>A</b>	<p style="margin: 0;">Head of Household Name: _____</p> <p style="margin: 0;">Program (HCV, COC, etc): _____</p> <p style="margin: 10px 0 0 40px;">Select Type: <input style="width: 50px; height: 20px;" type="text"/> New Admission</p> <p style="margin: 0 0 0 40px;"><input style="width: 50px; height: 20px;" type="text"/> Existing Client - New Household Member</p>
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<b>B</b>	Last name, first name: _____	<b>Results</b>
	Date of birth: _____	<b>Approved</b>
	<i>For out of state searches - list cities, counties, and state below:</i>	<b>Denied</b>
		<b>Pending</b>

I request that an authorized system user conduct a criminal background screening using the name and date of birth of the person listed in section B. I have verified that this person has signed the DPS Computerized Criminal History (CCH) Verification form.

\_\_\_\_\_

**Requestor Name**

\_\_\_\_\_

**Request Date**

I have confirmed that a CCH verification form has been signed and have conducted a criminal background screening using the name and date of birth of the person listed in section B.

\_\_\_\_\_

**Screening Conducted By**

\_\_\_\_\_

**Completion Date**