

FOR OFFICIAL USE ONLY

TEXAS

REQUIRED FORMS

- SF87 or FD258 Fingerprint Card
- Applicant/Contractor Consent and Authorization to Retain Fingerprints

INSTRUCTIONS FOR SUBMISSION

- In addition to the Fingerprint Card submitted with the case papers for an FBI Fingerprint Search, one SF87 or FD258 Fingerprint Card is also needed to search the Texas State Criminal Repository to fulfill the requirements of Public Law 101-647. Please ensure a separate hardcopy Fingerprint Card is submitted for this purpose.

REQUIRED FIELDS – FINGERPRINT CARD

- Please refer to the [FD258 Fingerprint Card Guidance](#) or the [SF87 Fingerprint Card Guidance](#) sections near the end of this guide for details on successfully filling out this item.

REQUIRED FIELDS – APPLICANT/CONTRACTOR CONSENT AND AUTHORIZATION TO RETAIN FINGERPRINTS

Subject is required to complete:

- Please ensure all required fields on the form is complete, otherwise, this could result in a return of the form from the state repository.

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APPLICANT/CONTRACTOR CONSENT AND AUTHORIZATION TO RETAIN FINGERPRINTS

The Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI) retain fingerprints to provide notification to agencies of future events to the criminal history record at the state and national level. In order for each applicant to participate in the Fingerprint-based Applicant Clearinghouse of Texas (FACT) and "Rap Back" (notification services), please have each applicant provide the following information:

Last Name

First Name

M.I.

Maiden Name if Applicable

Date of Birth

Last four SSN

DL/ID#

Employee/License# if Applicable

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated agency with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy, including 28 U.S.C. 534 and 34 U.S.C. 41101.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the relevant agency. I also understand the agency may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Signature

Date