

Travis County Sheriff's Office
CJIS Authorization for FMD, ITS and CJIS approved Contractors
Fingerprint Submission Instructions – FAST Program

Please visit the Texas DPS Website <http://www.txdps.state.tx.us>

1. Go to **SERVICES** at the top of the screen
2. Select **CRIME RECORDS** from the menu
3. Select **FINGERPRINTING SERVICES** from the menu

The screenshot shows the Texas Department of Public Safety website. The header includes the logo and the text "Texas Department of Public Safety" and "Courtesy ~ Service ~ Protection". The navigation menu has "DPS HOME", "SERVICES", "EMPLOYMENT", and "ABOUT US". The "SERVICES" menu is open, showing "Crime Records", "Criminal Investigations", "Driver License/ID", "Law Enforcement Support", "Regulatory Services", and "Texas 1033". The "Crime Records" sub-menu is open, showing "Criminal History Search", "Fingerprint Services", and "Sex Offender Search". The "Fingerprint Services" link is highlighted. The main content area shows the "Fingerprinting Services" page with the text: "It is vitally important for fingerprint-based applicant criminal history checks to be processed quickly, accurately and with as little hassle as possible. Employers, licensing agencies, applicants and public safety depend on it."

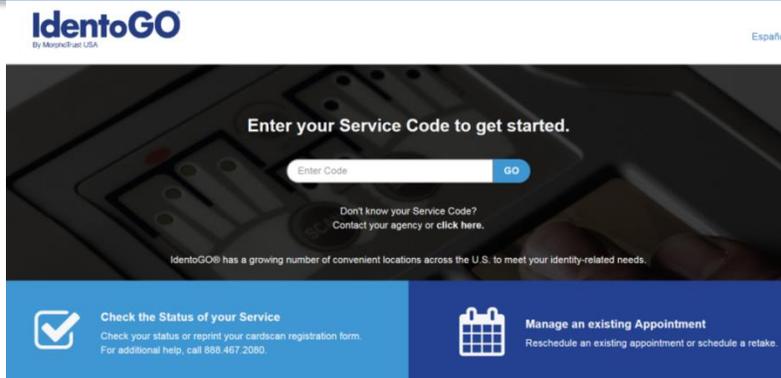
4. Select the **TEXAS SCHEDULING** hyperlink to begin the scheduling process. You will be redirected to the Identogo, by MorphoTrust USA website.

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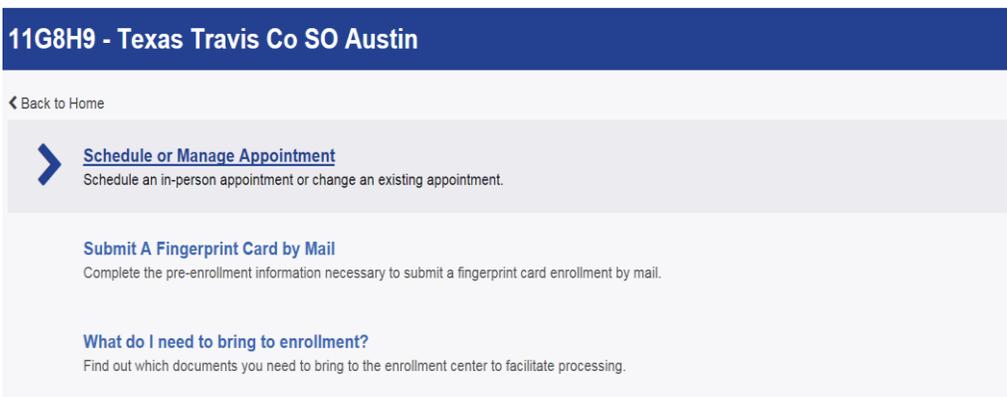
Travis County Sheriff's Office

CJIS Authorization for FMD, ITS and CJIS approved Contractors

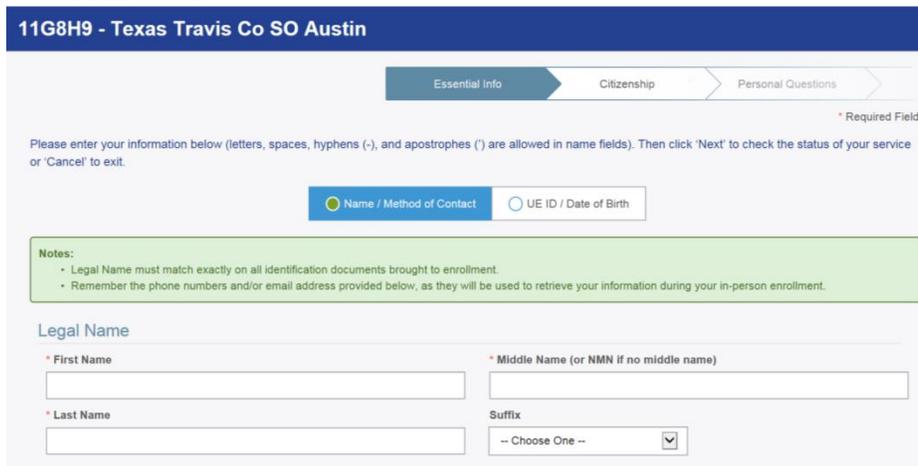
Fingerprint Submission Instructions – FAST Program



5. Follow the registration instructions as prompted.
 - a. Enter your SERVICE CODE: 11G8H9 (TCSO service code to be used by TCSO, ITS, FMD and Contractors)
 - b. Select **SCHEDULE OR MANAGE APPOINTMENT** (Texas applicants)



6. Follow the instructions and complete the fields as prompted on the “Essential Info” tab;
 - a. **FIRST NAME**
 - b. **MIDDLE NAME**
 - c. **LAST NAME**
 - d. **SUFFIX**



Travis County Sheriff's Office

CJIS Authorization for FMD, ITS and CJIS approved Contractors

Fingerprint Submission Instructions – FAST Program

Scroll down to complete the “Essential Info” page and click **NEXT**;

- a. **DATE OF BIRTH**
- b. **CONFIRM DATE OF BIRTH**
- c. **EMAIL**
- d. **CONFIRM EMAIL**
- e. **COUNTRY CODE**
- f. **PHONE 1**
- g. **COUNTRY CODE**
- h. **PHONE 2**
- i. **PREFERRED METHOD OF CONTACT**

Date of Birth

* Date of Birth

* Confirm Date of Birth

* Method of Contact (at least one method is required)

Email

Confirm Email

Country Code

Phone 1

Country Code

Phone 2

* Preferred Method of Contact

7. Follow the instructions and complete the fields as prompted on the “Citizenship” page;

- a. **COUNTRY OF BIRTH**
- b. **CITY OF BIRTH**
- c. **STATE/PROVINCE OF BIRTH**
- d. **COUNTRY OF CITIZENSHIP**

Essential Info **Citizenship** Personal Questions Personal Info

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth

City of Birth

* State/Province of Birth

* Country of Citizenship

Travis County Sheriff's Office

CJIS Authorization for FMD, ITS and CJIS approved Contractors

Fingerprint Submission Instructions – FAST Program

8. Follow the instructions and complete the fields as prompted on the “Personal Questions” page;
 - a. **HAVE YOU EVER USED A MAIDEN/PREVIOUS NAME?**
 - b. **HAVE YOU EVER USED AN ALIAS?**
 - c. **IS YOUR MAILING ADDRESS THE SAME AS YOUR RESIDENTIAL ADDRESS?**
 - d. **DO YOU HAVE AN AUTHORIZATION CODE (COUPON CODE) THAT YOU WILL BE USING AS A METHOD OF PAYMENT?** (The Travis County Sheriff's Office does **not** provide a coupon or method of payment. All applicants, companies or departments are responsible for payment as determined by their management)

* Additional pages/questions will appear based on your response(s)

9. Follow the instructions and complete the fields as prompted on the “Personal Info” page;
**The questions / fields displayed are based on your responses in the previous tab. Ex. If you responded “YES” to “Have you ever used an alias” then the “Alias” fields will display.

Travis County Sheriff's Office

CJIS Authorization for FMD, ITS and CJIS approved Contractors

Fingerprint Submission Instructions – FAST Program

Follow the instructions and complete the fields as prompted on the “Personal Info” page;

- e. **HEIGHT**
- f. **WEIGHT**
- g. **HAIR COLOR**
- h. **EYE COLOR**
- i. **PREFERRED LANGUAGE**
- j. **GENDER**
- k. **RACE**

All applicants will have to complete the “Personal Information” section of the “Personal Info” page;

Personal Information

US Metric

* Height: ft in * Weight: lbs * Hair Color: -- Choose One -- * Eye Color: -- Choose One --

* Preferred Language (Receipts & other communication): English * Gender: -- Choose One -- * Race: -- Choose One --

[Cancel](#) [Back](#) [Next](#)

10. Follow the instructions and complete the fields as prompted on the “Address” page;

- a. **COUNTRY OF BIRTH**
- b. **CITY OF BIRTH**
- c. **STATE/PROVINCE OF BIRTH**
- d. **COUNTRY OF CITIZENSHIP**

*Only those who selected “YES” to having a mailing address different then the residential address will have both options displayed.

11G8H9 - Texas Travis Co SO Austin

Personal Questions > Personal Info > **Address** > Documents > Location > >

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit. * Required Fields

Mailing Address

* Country: -- Choose One --

* Address Line 1:

Address Line 2:

* City:

* Postal Code:

Travis County Sheriff's Office

CJIS Authorization for FMD, ITS and CJIS approved Contractors

Fingerprint Submission Instructions – FAST Program

11. Follow the instructions and complete the fields as prompted on the “Documents” page;
 - a. **DOCUMENT** (select a document you will bring to the appointment)
 - b. **DOES THE NAME YOU ARE ENROLLING UNDER MATCH THE NAME ON ALL DOCUMENTS SELECTED**

11G8H9 - Texas Travis Co SO Austin

Personal Info Address Documents Location Date and Time Document must be a string

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document

-- Choose One --

* Does the name you are enrolling under match the name on all documents selected?

Yes No

Bring the following Required Identity Documents to your enrollment:

1.

Cancel Back Next

12. Follow the instructions and complete the fields as prompted on the “Location” page;
 - a. Use the **SEARCH** functionality to find a location close to your current location, place or zip code.

11G8H9 - Texas Travis Co SO Austin

Address Documents Location Date and Time

Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

Search for an Enrollment Center Use My Location Search

Cancel Back Next

Results will be displayed in a list form. Select the location by clicking on it in the list and selecting **NEXT**

Location	Address	Next 7 Days	Distance
▼ Austin, TX	108 Denson Dr	1573 appointments available	4.17 mi
Identigo	Hours:		
108 Denson Dr	Monday - Friday: 08:00 AM - 05:00 PM		
Austin, TX 78752-4149			Next >
> Austin, TX	1033 La Posada Dr	287 appointments available	4.43 mi
> Austin, TX	7010 W Highway 71 Ste 160	656 appointments available	8.23 mi
> Pflugerville, TX	216 E Wells Branch Pkwy	332 appointments available	13 mi

Travis County Sheriff's Office

CJIS Authorization for FMD, ITS and CJIS approved Contractors

Fingerprint Submission Instructions – FAST Program

13. Follow the instructions and complete the fields as prompted on the “Date and Time” page to select your appointment time;
 - a. Select an appointment **DATE**
 - b. Select an appointment **TIME**
 - c. Click **SUBMIT**

11G8H9 - Texas Travis Co SO Austin

Documents Location **Date and Time**

* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: -- Choose One --

Select Time: -- Choose One --

Location Details:

IdentoGO
108 Denson Dr
Austin, TX 78752-4149

Hours:
Monday - Friday: 08:00 AM - 05:00 PM

Cancel Back Submit

14. Your **Service Summary** page will display with all respective information and your **UE ID**. Print this page to take it with you.
15. **Upon completion of schedule** please contact Tiffany Curnutt (tiffany.curnutt@traviscountytexas.gov) to notify of the print date/time and with your UE ID number.
16. **After your appointment;** please contact Tiffany Curnutt and provide your receipt number or proof of appt tracking purposes. **Please be sure to include the company / dept you are working for.** Once you are printed and enrolled in the state system **ANY** law enforcement agency can “subscribe” to you so you won’t have to go through the process again. This means if you are a contractor and are doing work for another law enforcement agency or county you will NOT have to go through the process again. Or if you are a contractor that gets hired on by Travis County ITS or FMD, we will not require you to go through the process again.

****NOTE FOR OUT OF STATE CONTRACTORS – Please follow the same process. However in STEP 5, you will select SUBMIT A FINGERPRINT CARD. You will receive this message, continue through and follow the instructions for the submission. All fingerprints must be taken by a law enforcement agency;**

ATTENTION!

All applicants are strongly encouraged to visit an enrollment center to have their fingerprints collected. Submitting a hard-card should be a last resort for either out of state applicants or home-bound applicants.

- Fingerprints submitted on hard-cards are typically of lower quality and often result in FBI rejections
- Processing of hard-card submissions takes significantly longer and will cause delays for you and your agency

Please confirm with your agency or organization that you are eligible to submit your fingerprints by hard-card.

Cancel Continue