



Texas Department of Family and Protective Services

Instructions for submitting FBI Fingerprint Cards

A person who requires an FBI background check and resides outside of Texas, must first submit the required background check forms to have the background check initiated by DFPS. Then, the person must follow these steps to ensure the fingerprint card is processed in a timely manner:

- Obtain fingerprint card from a local law enforcement agency, and have fingerprints rolled by the agency or other entity that provides fingerprinting services.
- Complete the following information on the fingerprint card. **NOTE:** This data is required by the Texas Department of Public Safety to process your background check.
 - Full name and any aliases
 - Date of Birth
 - Place of Birth and Citizenship
 - Social Security Number
 - Residence Address
 - Reason for Fingerprinting
 - Height, Weight, Eye Color, and Hair color
 - Sex and Race
- Use the chart below to obtain your required service code and then click on the corresponding link to go to the fingerprinting vendor's website. You may also visit <https://uenroll.identogo.com/#/> and manually enter the service code number or call 1-888-467-2080 and speak to a customer service representative.

Table 1: Service Code Chart

Your Role	Are you a paid employee? [more info]	Service Code
Purchased Client Services Contractors	Yes	11BRB4
Purchased Client Services Contractors	No	11BRFK
CPS Foster/Adoptive Household Members and Visitors	No	11BRHH
CPS Foster/Adoptive Parents	No	11BR3Y
CPS-ICPC/Kinship Placements (Non-Foster/Adoptive and Non-Emergency Background Checks)	No	11BF1B
DFPS Employees	Yes	11GJXR
DFPS Volunteers and Interns	No	11GJY5

- On the fingerprint vendor's website, select "Submit A Fingerprint Card by Mail" and follow the prompts to enter requested information.
- Print and sign the Confirmation Page showing that your prints have been registered and mail the completed fingerprint card and signed confirmation page to:

IdentoGO
Cardscan Department - TX Program
340 Seven Springs Way, Suite 250
Brentwood, TN 37027

Special instructions for law enforcement agency and applicant: If the DFPS applicant is required to pay any additional fees charged by the local law enforcement agency for rolling his/her fingerprints, payment should be made directly to the law enforcement agency.

For additional information on scheduling your fingerprint appointment please visit the DFPS Background Checks FAQ – Fingerprinting website at:

http://www.dfps.state.tx.us/Background_Checks/FAQ/faq_fingerprinting.asp