

**Texas Board of Professional Engineers
Criminal History Record Check Procedures
Inside the State of Texas**

1. Obtain Texas Fingerprint Service Code Form (Also referred to as a FAST Pass)

Each licensee or applicant is required to have this form which contains the agency Service code as well as unique information for each applicant or licensee.

Download and print the copy of the Service Code Form from the TBPE website at:

<https://engineers.texas.gov/fastpass>

2. Schedule an Appointment

In order to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers, you must schedule through the website or over the phone.

Internet Based Scheduling

This is the quickest and most convenient way to obtain a fingerprint appointment.

You may begin the process now by simply clicking on this link:

<https://uenroll.identogo.com/servicecode/11G66B>

and then; click "Schedule an Appointment".

Enter your unique identification number exactly as indicated on your Service Code Form (see step 1 above).

The scheduling fee is \$37.

To Schedule Over the Telephone

First download the TX Fingerprint Service Code Form. See step 1 above.

Then call 888.467.2080;

The scheduling fee is \$37.

3. Arrive at Your Scheduled Appointment

Be sure to bring your photo identification and fee. If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here:

<http://www.l1enrollment.com/state/forms/tx/55fc619a7f7aa.doc>

MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service (if you did not pay the scheduling fee online). Please note that personal checks and cash are not accepted.

Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.

At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted. **Do not throw away the receipt!**

You may check status on your submission by clicking on this link:

<https://uenroll.identogo.com/servicecode/11G66B>

Click "Check Status"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

If you would like to provide feedback to TBPE regarding your experience with this process, please go to <http://engineers.texas.gov/recordcheck>. The survey link is at the bottom of the page.