

**Texas Board of Professional Engineers - Criminal History Record Check Procedures**  
**Outside of 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/fastout>.

2. **Register with IdentoGO** - Click on the link: <https://tx.ibtfingerprint.com/>. Using the information from the form generated above, register on the IdentoGo website or over the phone. The fee is \$37. When taken to the page to select a fingerprinting location, click on the button called "Pay for Ink Card Submission".

3. **Have Fingerprints Taken**

All fingerprints MUST be captured by a law enforcement agency. There may be an additional fee for this service. At the time of fingerprinting, the applicant/licensee must provide valid, current photo identification, which may be a: State Issued Driver's license, US Passport, US Citizenship Certificate, US Military ID or Others listed at: [http://www.l1enrollment.com/state/forms\\_tx](http://www.l1enrollment.com/state/forms_tx)

Prints must be on an original FBI APPLICANT fingerprint card that includes: Texas Board of Professional Engineers, ORI: TX923654Z. You and the official taking the fingerprints must sign the card. If you have contacted the above entities and the FD-258 card is not available, contact the TBPE Licensing department at: [Licensing@engineers.texas.gov](mailto:Licensing@engineers.texas.gov) or 512-440-7723 to have a card mailed.

4. **Mail the Fingerprint Card**

The fingerprint card (FD-258) must be mailed along with the confirmation page obtained in the registration process outlined in step 2 above to:

MorphoTrust USA  
Attn: Texas Card Scan  
3051 Hollis Drive, Suite 310 Springfield IL, 62704

Note: We recommend that you mail these documents through a carrier that provides tracking or a signature confirmation. Keep this tracking information for your records. 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.