PSB Fingerprinting Instructions

As part of the PSB application process, all PSB applicants are required to submit an application and fingerprints. PSB applicants have several options for submitting fingerprints:

1) **Manual process** - Fingerprints are inked on hard cards and submitted with an Original paper application, including all fees. The complete packet can be mailed to PSB or hand delivered to the Regulatory Licensing Service front lobby.

   PSB mail address: TXDPS   P.O. Box 15999   Austin, TX 78761
   RLS lobby address: TXDPS   5806 Guadalupe   Austin, TX 78752

2) **Automated TOL/Identix process** – After completing a TOL application, the user will be prompted to "continue" so that the Identix data may be captured for electronic fingerprint appointment scheduling. In order to electronically submit fingerprints through Identix, you must have a FastPass form. The FastPass form will be generated by this process and will contain the PSB ORI and other pertinent information. The user will be prompted to print out the FastPass.

3) **Direct Identix process (Texas Private Security option/ Need ORI)** – This option allows PSB applicants to directly schedule an electronic fingerprint session with Identix by signing on to the Identix website https://tx.ibtfingerprint.com/

4) From the Identix Application ID webpage, the user will select "Texas Private Security" and will be required to key in the PSB ORI #. In order to receive the ORI, the user will need to have an original PSB application on file with TXDPS. All fees, including the FBI fee, must have been received prior to the issuance of the ORI. Users may request the ORI by contacting PSB staff (512) 424-7710.

5) **Direct Identix process (Option A - Electronic Fingerprint Submission/ FastPass)** - This option allows PSB applicants to directly schedule an electronic fingerprint session with Identix using their Fastpass form, which will contain the PSB ORI. On the Application ID page,
   - Select "All Others"
   - Select "Option A" for Electronic fingerprint submission
   - Select "Yes, I have a FAST Fingerprint Pass"
   - *Note*: *Do not select "No, I do not have a FAST Fingerprint Pass". This option is not applicable for PSB applicants.*

   In order to receive the ORI, the user will need to have an original PSB application on file with TXDPS. All fees, including the FBI fee, must have been received prior to the issuance of the ORI. Users may request the ORI by contacting PSB staff (512) 424-7710.

6) **Direct Identix /Print N Go process (Option B– Fingerprint Cards)** - Fingerprints will be printed on hard cards through Identix. Applicants may schedule an appointment online with Identix directly or by phone https://tx.ibtfingerprint.com/. From the Identix Application ID webpage, the user will select "All Others". On the next page, users will select "Option B – Fingerprint Cards".   A FastPass form will be created and will contain "Print N Go" in the ORI field.   Identix fingerprint hard cards must be submitted with an Original paper application, including all fees. The complete packet can be mailed to PSB or hand delivered to the Regulatory Licensing Service front lobby.

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Frequently Asked Questions about the Electronic Fingerprint Process

Q. - Currently, I have not completed an application to be licensed by a Private Security company. Can I go ahead and submit my fingerprints using Identix?

A. – No. All prospective Private Security applicants must be represented by a licensed company that is registered with the Private Security Bureau. The licensed company is responsible for processing your application and will provide further instructions about the fingerprinting process.

Q. – Where are the Identix fingerprint facility locations?

A. - Identix fingerprinting facilities are located throughout the state of Texas. Please visit the Identix website for more information https://tx.ibtfingerprint.com/ or call Identix at 1-888-467-2080.

Q. – Identix requires an ORI number. How do I obtain an ORI to complete my Identix forms?

A. - An ORI number is used internally by TXDPS for tracking fingerprints. When using Tx Online (TOL) for your application process, the TXDPS ORI is automatically generated and forwarded to Identix (see # 2, Automated TOL/Identix process above). If you choose not to schedule your fingerprints during the TOL process, you will not have an ORI. Users must contact PSB staff to obtain an ORI, (512) 424-7710.

Q. – How do I obtain a FastPass form?

A. – The FastPass form serves as a receipt and is used by Identix personnel to identify that a TX Online (TOL) application has been completed and the applicant is authorized by a licensed Private Security company to have their fingerprints processed.
* Note: Identix will not process fingerprints for any applicant who does not have a completed FastPass form at the time of their scheduled appointment.

Q. – Do I have to schedule an appointment with Identix before having my fingerprints taken?

A. - Yes. Identix does not take walk-ins.

Q. – If I submit my original application using TX Online, but decide not to schedule a fingerprint appointment with Identix, what do I need to do?

A. – Your TX Online (TOL) application will automatically be processed by TXDPS PSB upon receipt. Now you have several options to submit your fingerprints.

> See Instructions above titled:
> Option # 1 – Manual process
> Option # 3 – Direct Identix process (Texas Private Security option / Need ORI)
> Option # 4 – Direct Identix process (Option A- Elect. Fingerprint Submission/FastPass)
> Option #5 – Direct Identix / Print N Go process (Option B – Fingerprint Cards)
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> *Note: It is more convenient for applicants to schedule their appointments for electronic fingerprints during the TX Online application process.

Q. – If I submit my original application manually (mail it in), but I want to submit my fingerprints electronically through Identix, what do I need to do?

A. – Contact PSB by calling (512) 424-7710 to verify that your manual application and fees have been processed. Upon approval by PSB, the applicant will receive information in order to complete a FastPass. An appointment for submitting electronic fingerprints may then be scheduled through Identix at your convenience.

> * Note: Manual application processing generally takes longer than electronically submitted applications due to several extenuating factors such as mail time, manual data entry, incorrect submission of fees, and incomplete applications.