

## FBI\* Fingerprint Checks

A New Protection for Children

Summer 2007

\*Federal Bureau of Investigation



# Agenda

- Background
- Who is required to obtain fingerprint checks
- When are the fingerprint checks required and when can caregivers begin working with children
- 4. How to submit a fingerprint check
- Questions and Answers



# Background

- •The 80<sup>th</sup> Texas Legislature passed a new law that will require anyone that is currently required to have a background check in a child-care center to also obtain a fingerprint check from the Federal Bureau of Investigation (FBI).
- •The law was first proposed as part of **Senate Bill 21**, but was adopted as part of **Senate Bill 758**.
- Another component of Senate Bill 21 that was also adopted in Senate Bill 758 is the requirement for the Texas Department of Family and Protective Services (DFPS) Licensing staff to meet face-to-face with each child-care center director at least once per year and verify his or her qualifications according to minimum standards.



### WHO

- The following persons must currently have a background check in a child-care center:
  - Directors,
  - Owners and operators,
  - Employees who provide direct care or have direct access to a child in care, and
  - Any person, including volunteers, counted in the child/caregiver ratio;
  - Any person under contract who has unsupervised contact with children in care on a regular or frequent basis; and
  - Any other person 14 years of age or older who will regularly or frequently be working at the facility while children are being provided care.
    - Frequently--More than two times in a 30-day period.
    - Regularly--On a scheduled basis.
- All of these individuals must now have a FBI fingerprint check as well.

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### WHEN

#### PHASED IMPLEMENTATION

- Directors and Designees. Beginning September 1, 2007, all new directors and designees or existing directors or designees who are due for their 24 month background check must have an FBI fingerprint check.
- Caregivers. All caregivers counted in the child/caregiver ratio that require an initial or 24-month renewal check must have an FBI fingerprint check starting January 1, 2008.
- •Others. All other persons requiring either an initial or a 24-month renewal check must have an FBI fingerprint check starting March 1, 2008.
- Current staff and others who have a background check **on** record by August 31, 2007 do pot sequire an initial FBI fingerprint until renewal or at a deadline to be announced in the future.



## WHEN, continued

#### **CLEARANCE BEFORE WORKING**

- Anyone required to have a background check MUST complete all components (including the FBI check) of the background check BEFORE providing direct care or having direct access to a child in care.
- Exception: If you require a person's presence in order to meet the minimum child-to-caregiver ratio, you may allow his or her contact with children ONLY if you have received clearance on the Texas Department of Public Safety (DPS) criminal history check and the DFPS central registry check.



## Old vs. New

#### **Current** background check includes:

#### Name-based check of:

- Texas Department of Public Safety (DPS)
- Central Registry of Child Abuse and Neglect (DFPS)

#### **New** background check **ADDS**:

#### Fingerprint-based check of:

- Texas Department of Public Safety (DPS)
- Federal Bureau of Investigation (FBI)

#### **Benefit** of New Check:

- Valid identification of the person; and
- Searches for criminal history in all 50 states



## How to Obtain a Fingerprint Check

There are five main steps to obtain a fingerprint check:

- 1. **DFPS web site**: You must first request a background check online through the DFPS web site.
- 2. **FAST Pass Form:** The person requiring the fingerprint check must fill out a Fingerprint Applicant Services of Texas (FAST) Pass form.
- 3. Scheduling Appointment: The person must schedule an appointment with Integrated Biometric Technology (IBT) to submit his or her fingerprints in person.
- 4. **Fingerprints:** The person submits his or her fingerprints in person as scheduled.
- **5. Results:** You receive the final results of the check.
- Somewhere in between steps 1 and 4 you should receive the initial results of the DPS and the DFPS background checks.



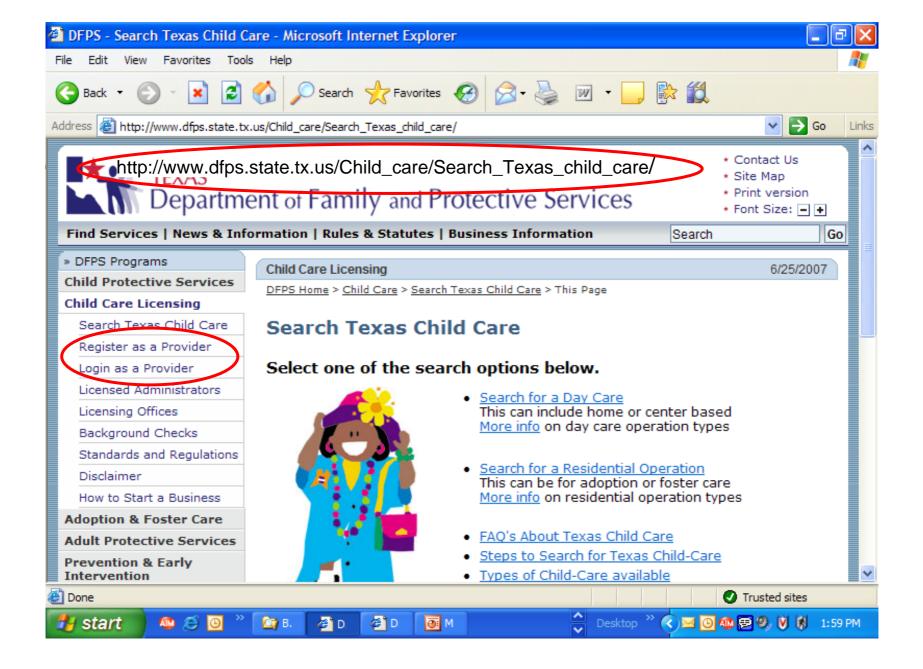
### Why Request a Background Check On-line?

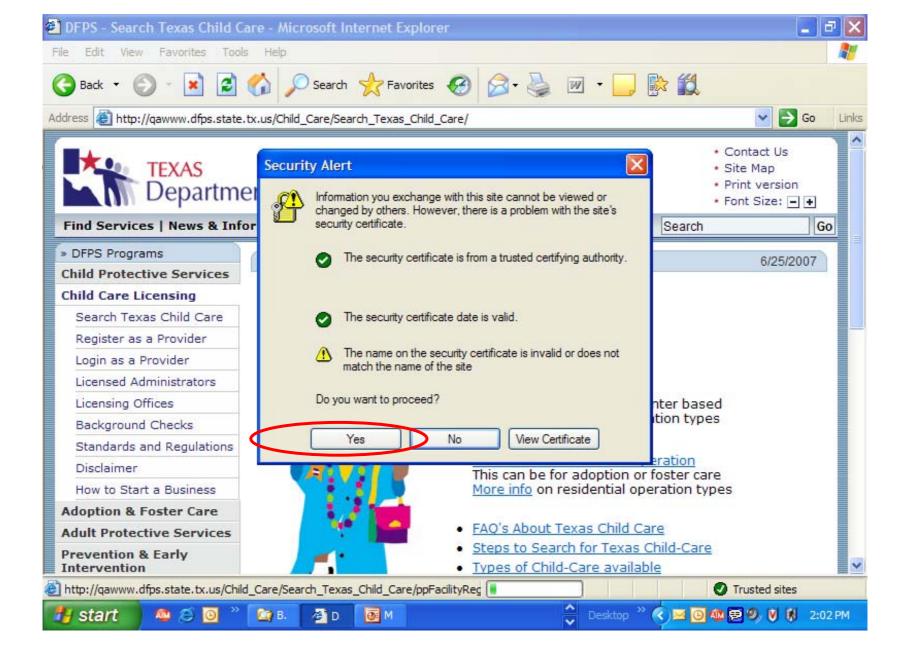
- If you submit a background check on-line, DFPS can return initial results to you via email within 24-48 hours.
- However, if you submit a background check via a paper Form 2971, there is time lost in the mail and a person must manually enter your information and create a letter with your results. This could take 1-2 weeks.
- If a center does not have access to a **computer** they must receive **permission** from their Licensing representative to submit through the Licensing Form 2971.

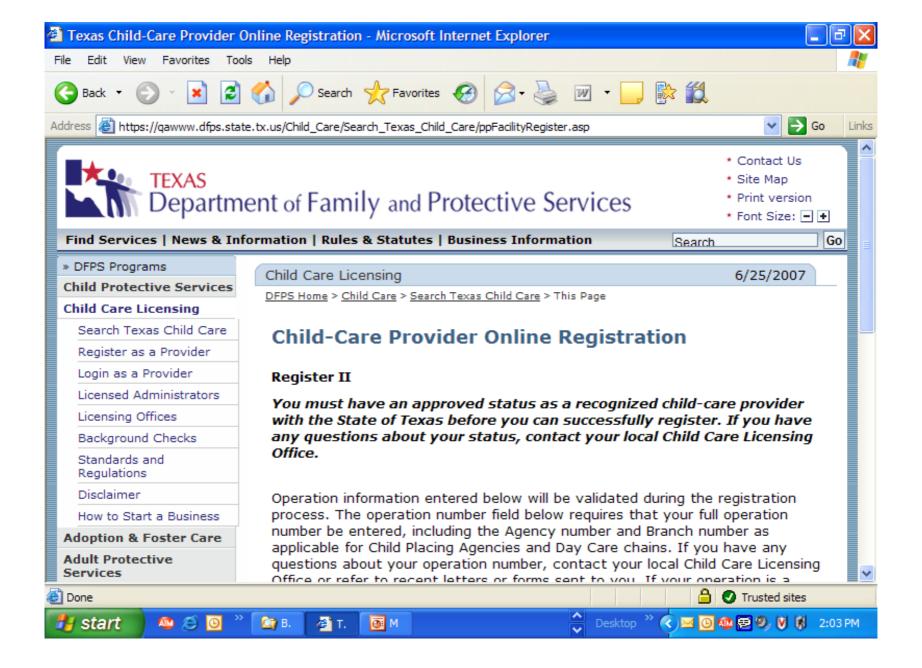


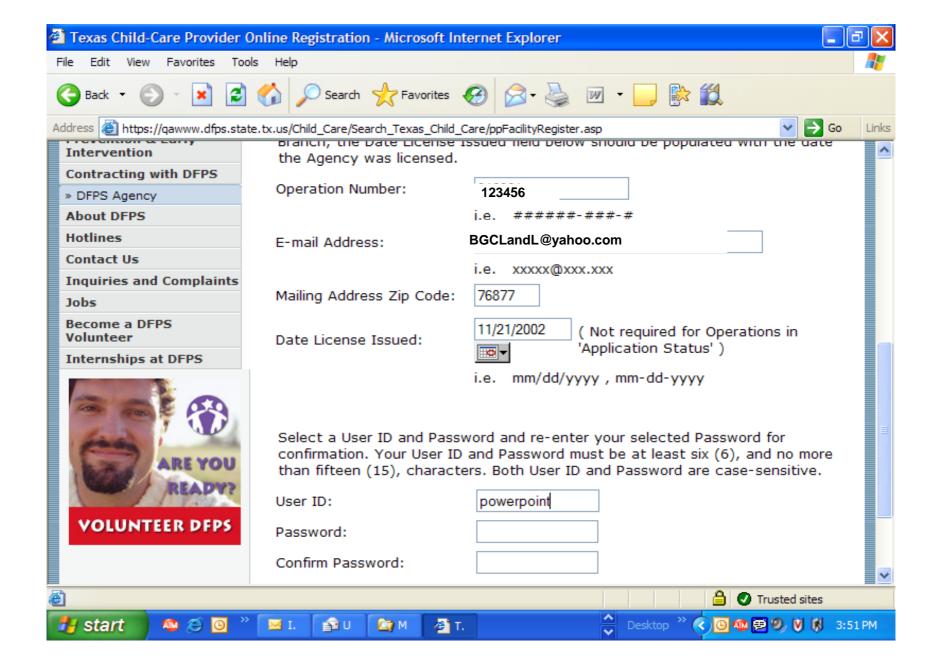
### 1. Requesting a Background Check On-line

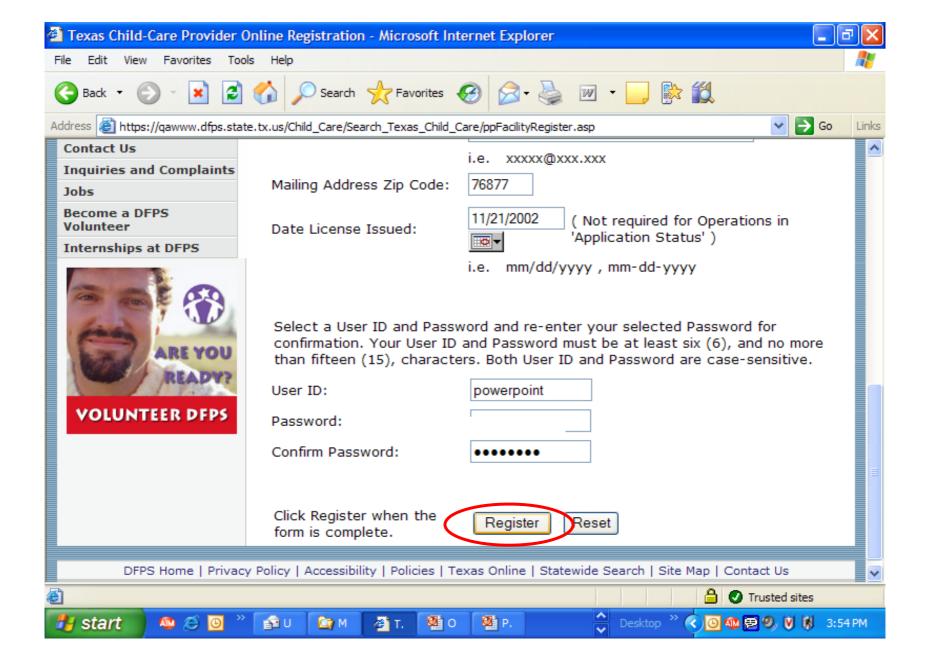
- First register (or log-in if already registered) to submit a background check request through the DFPS website at:
- http://www.dfps.state.tx.us/Child\_Care/Search\_ Texas\_child\_care

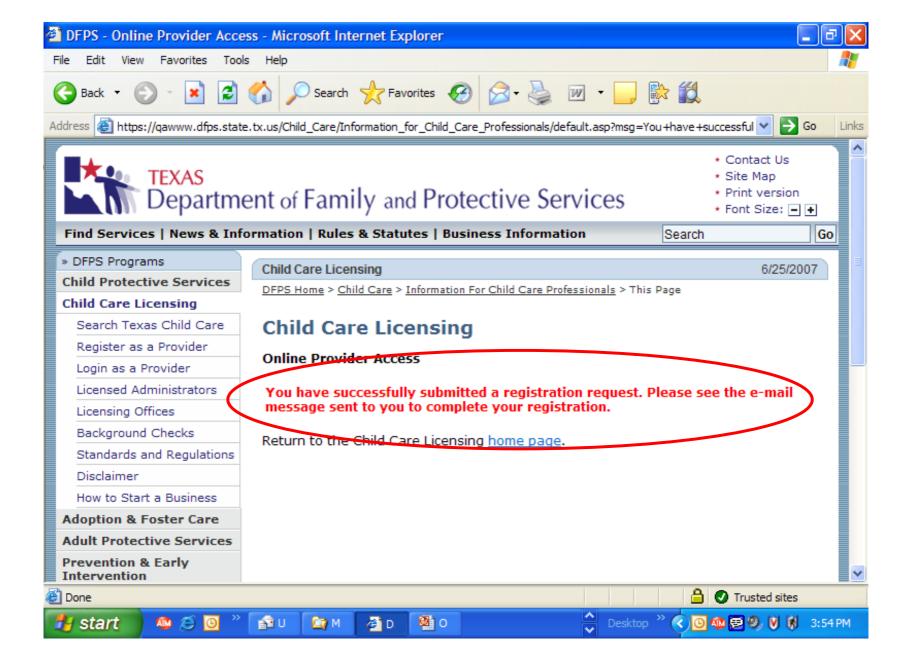


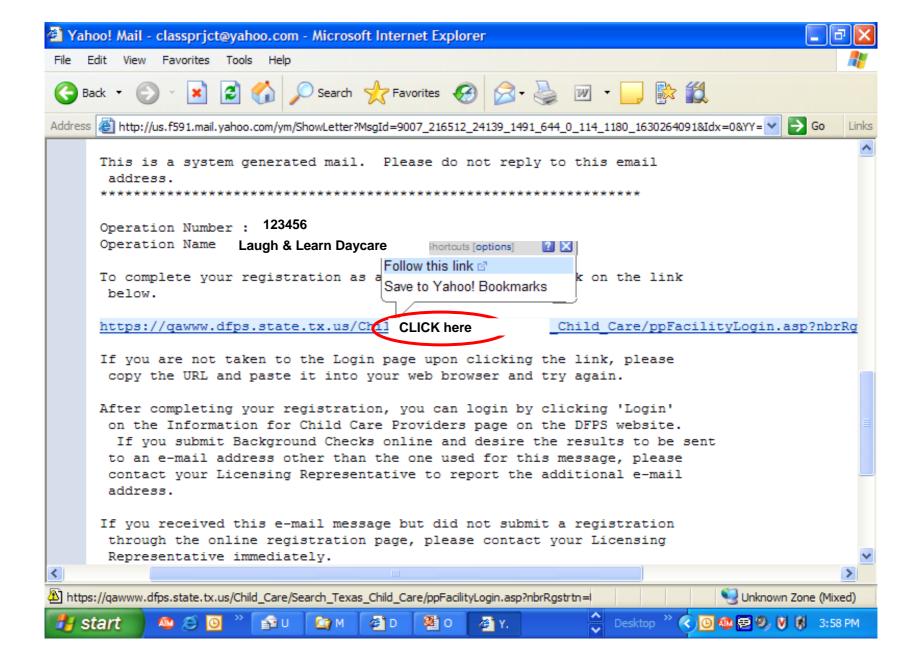


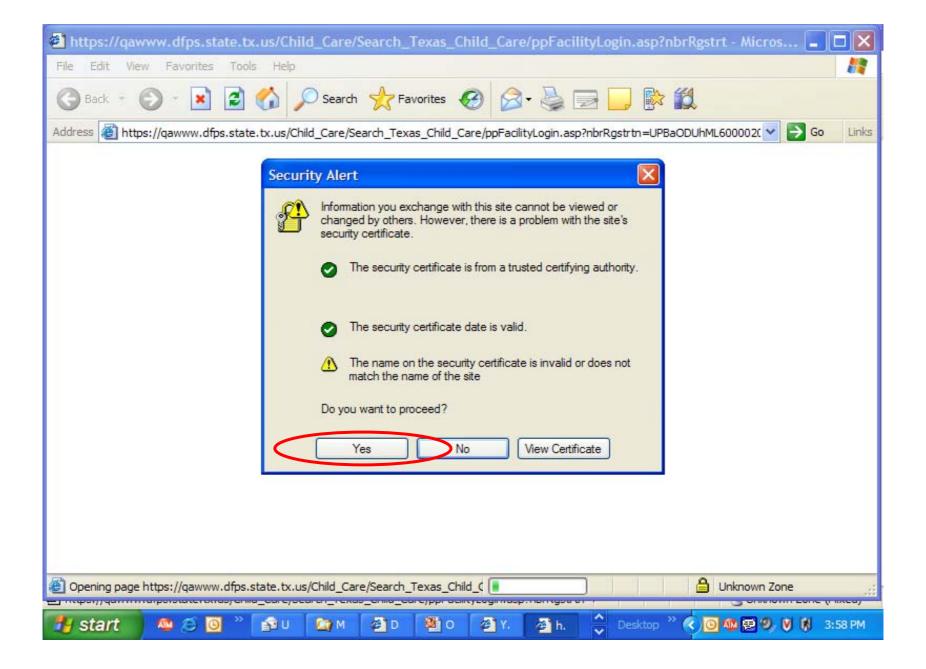


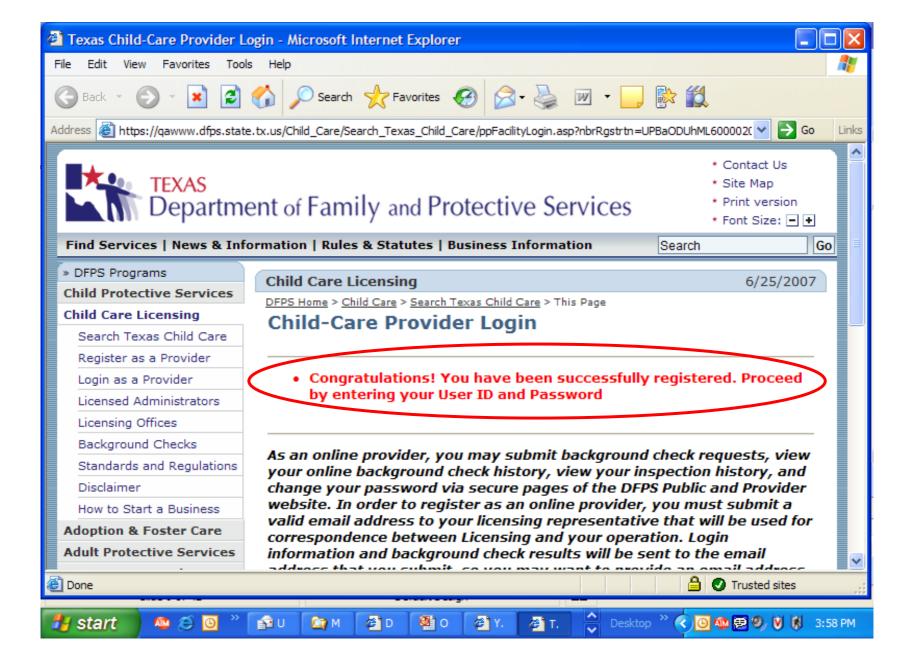


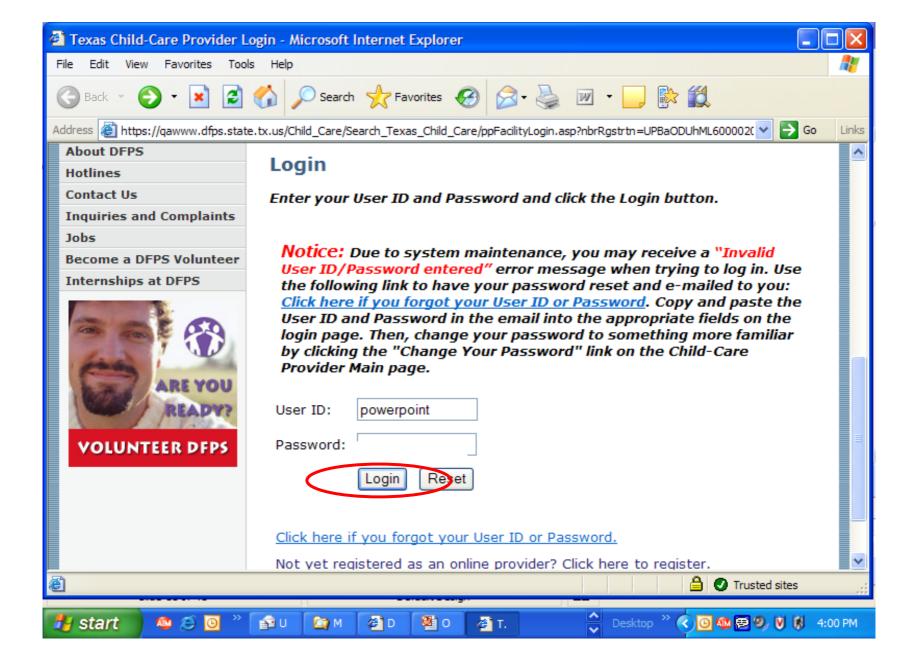


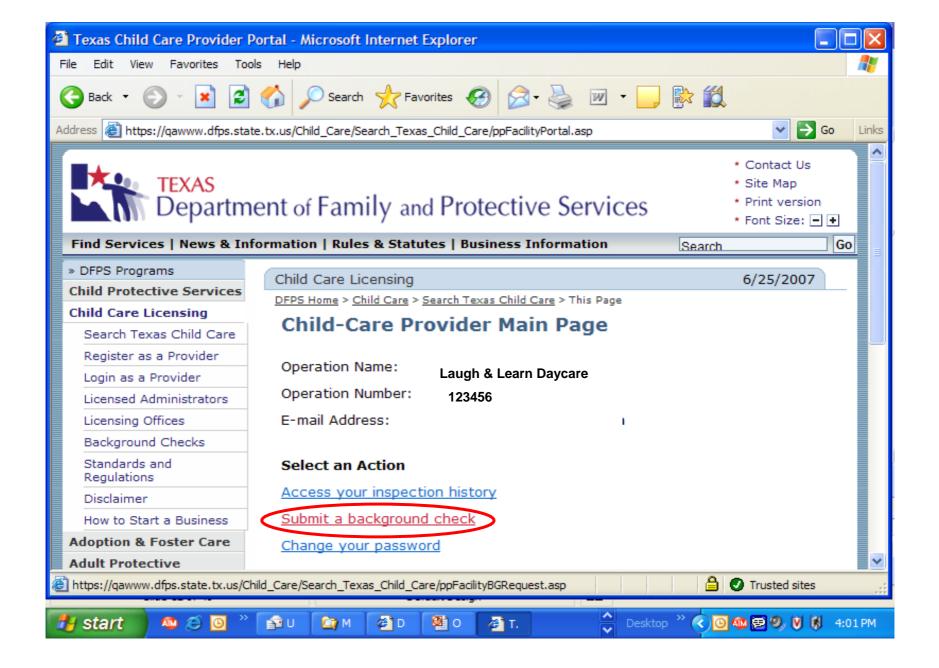


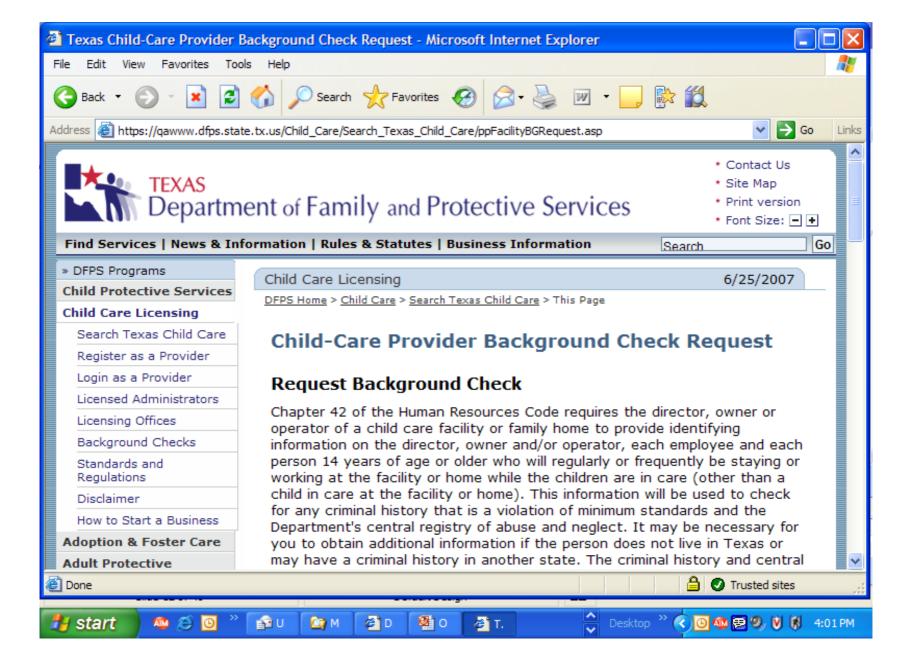


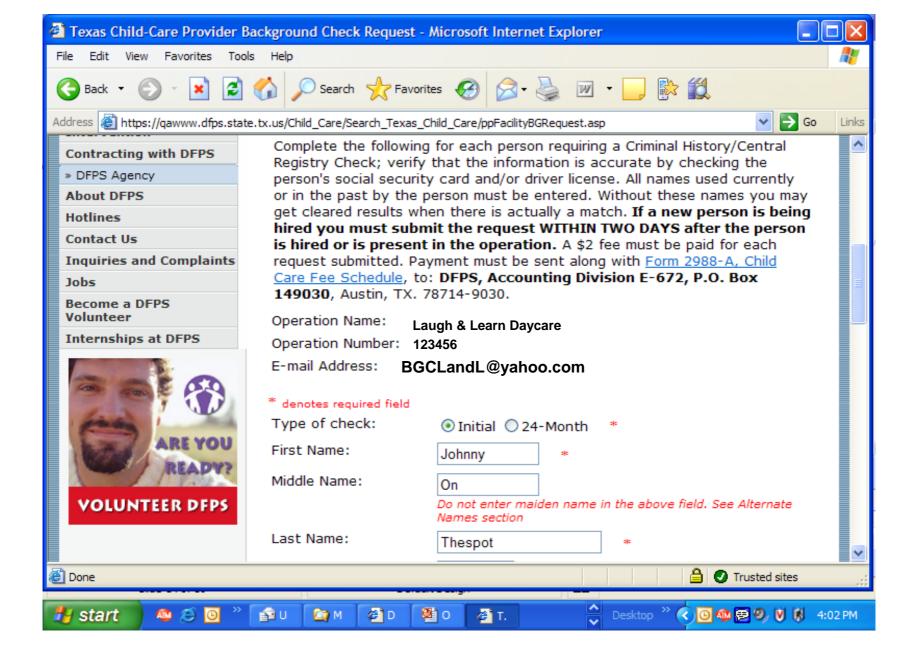


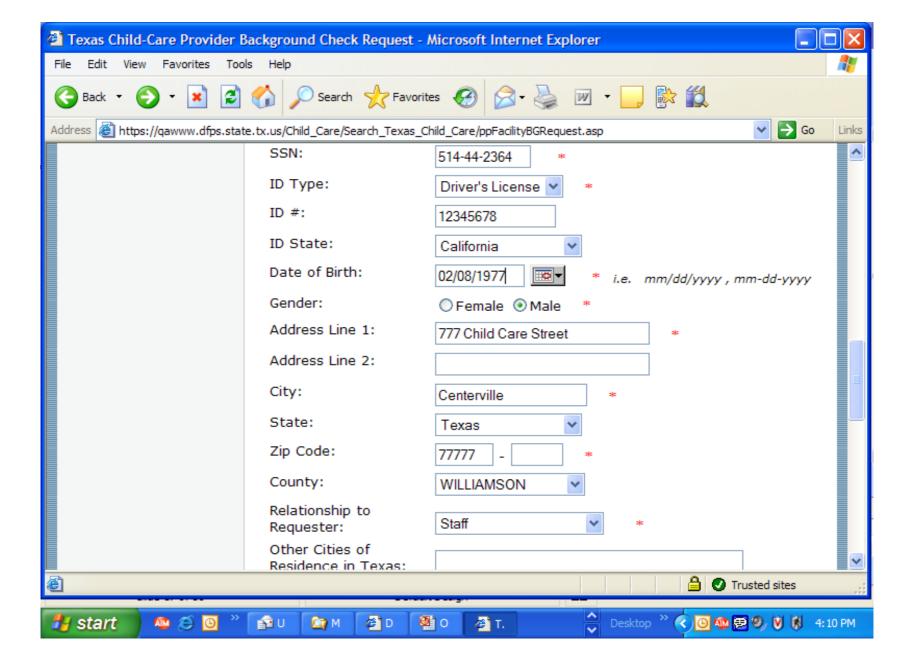


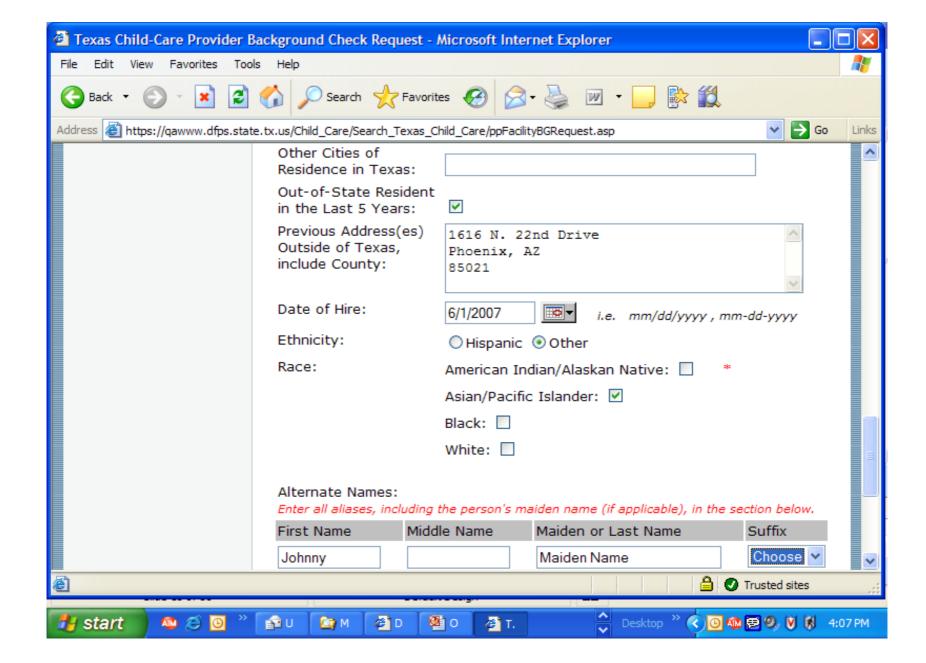


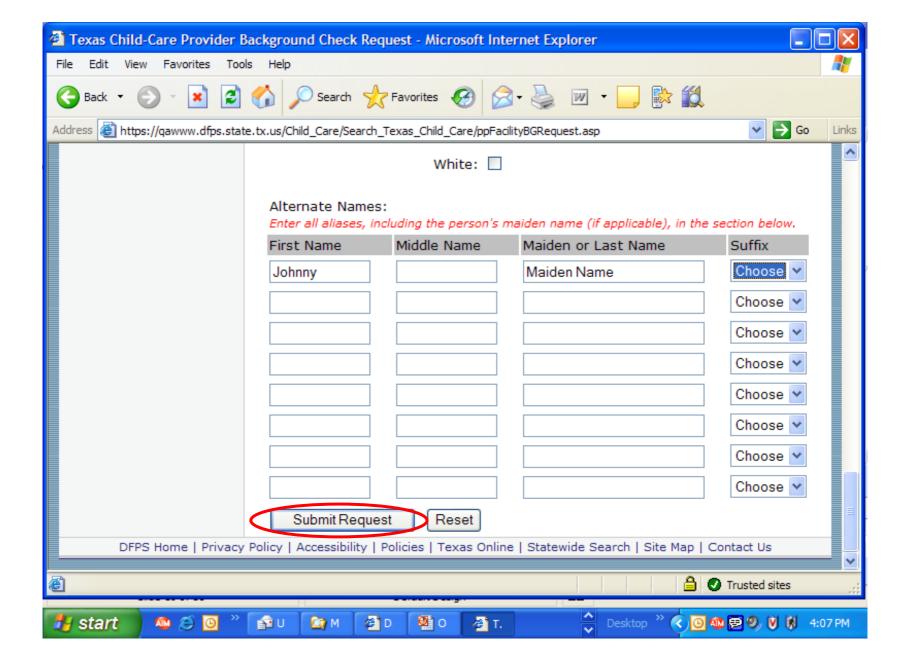


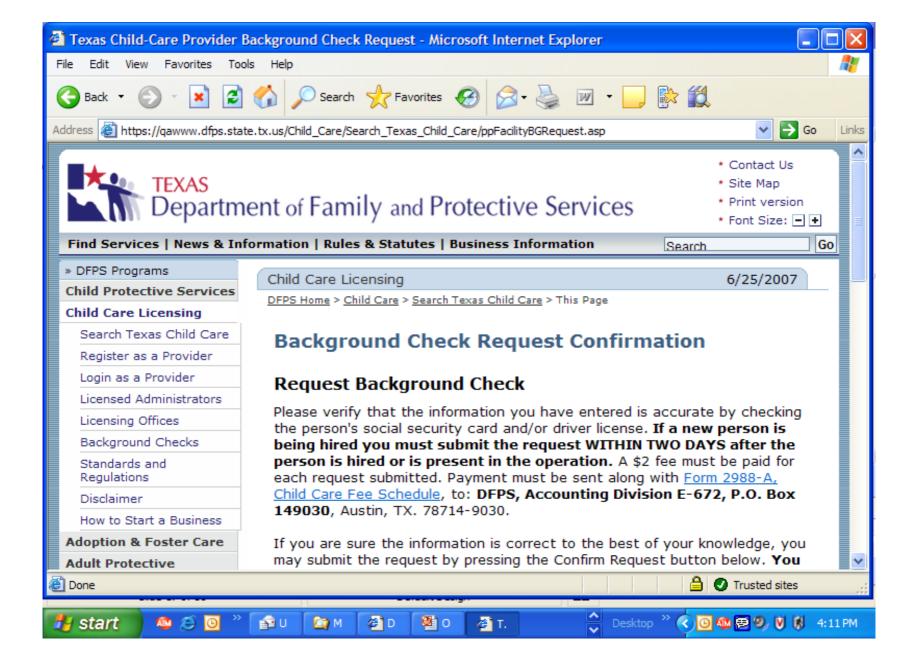


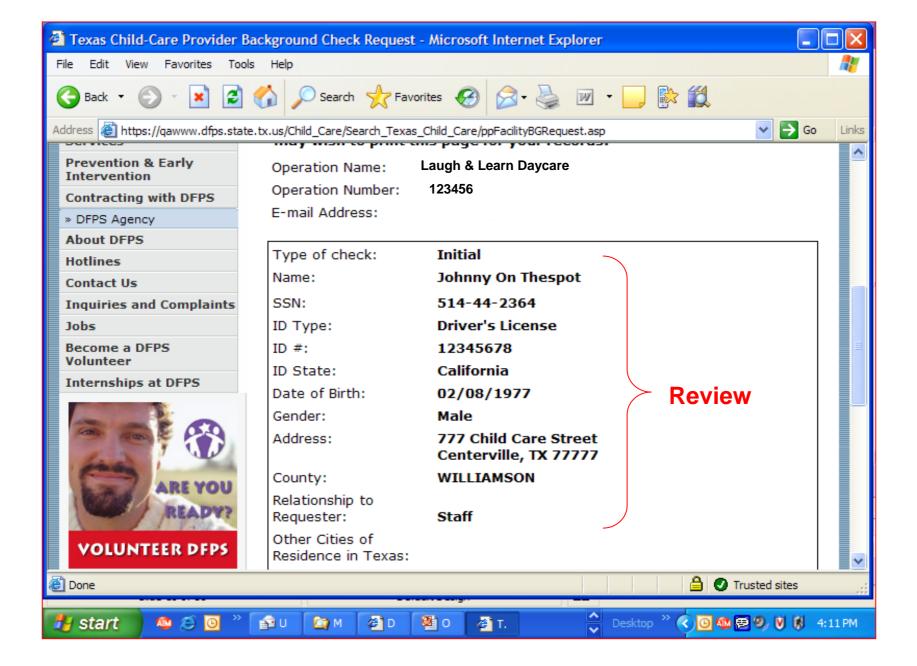


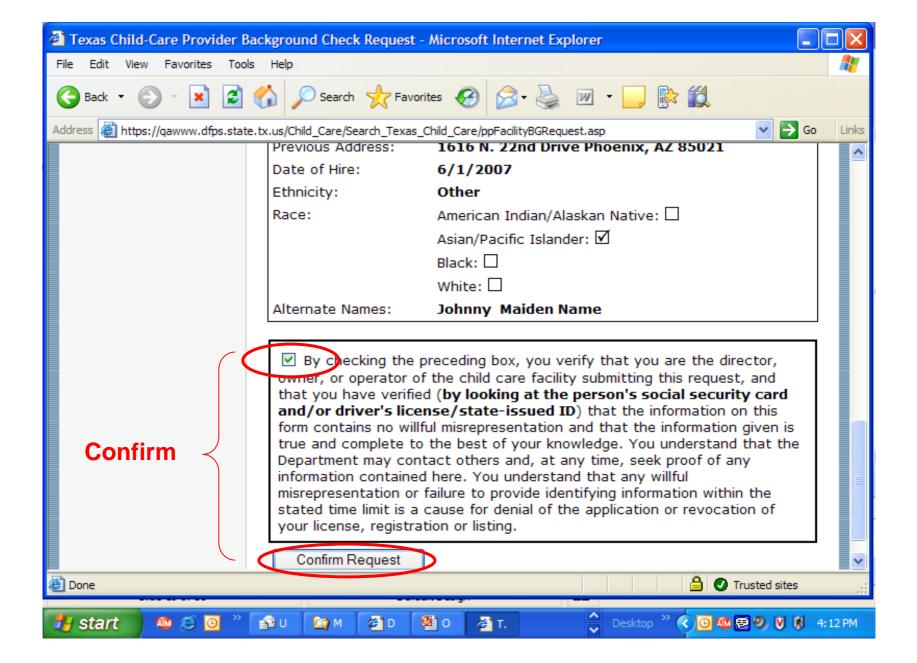


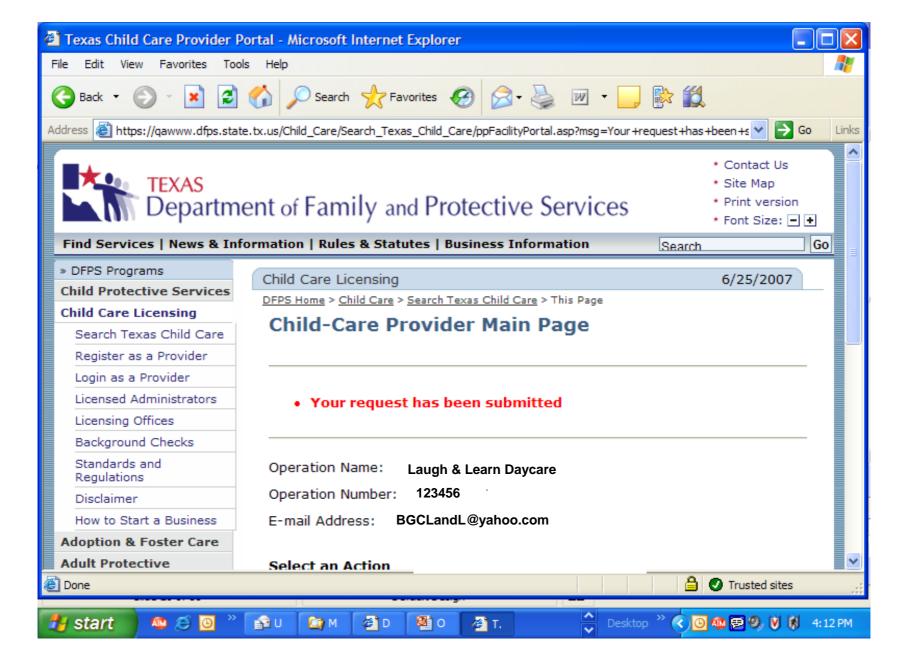


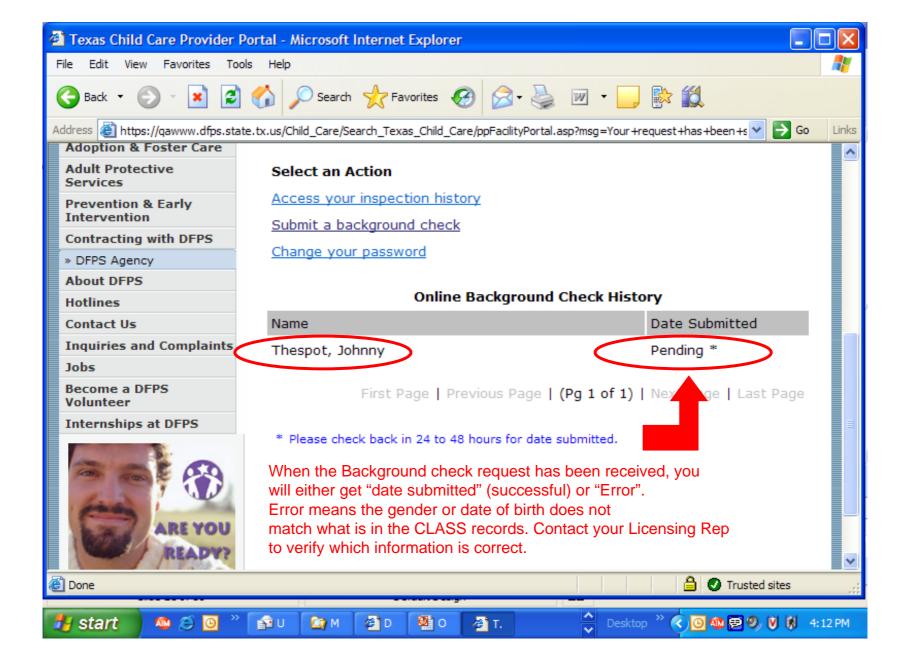


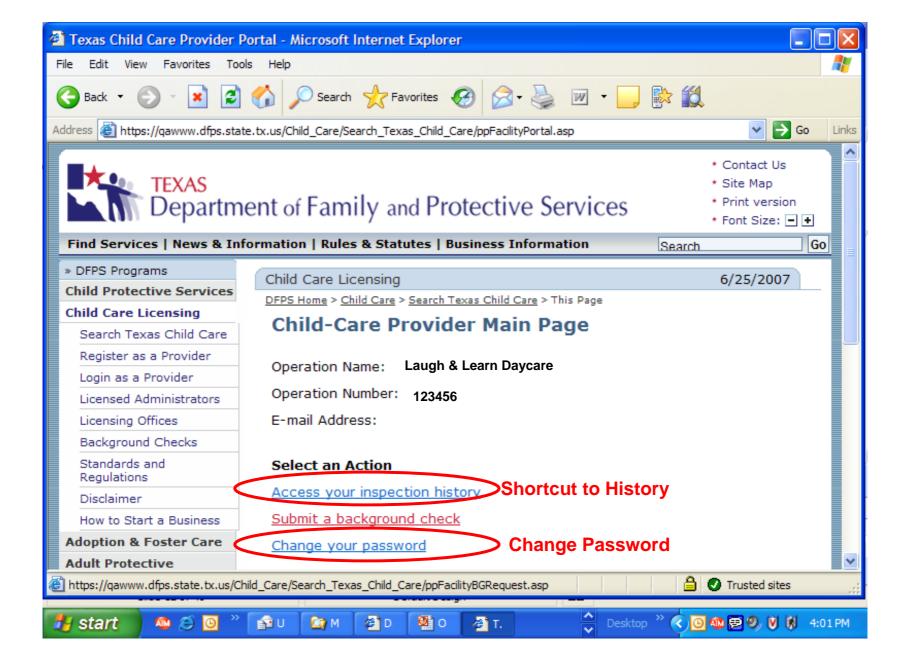










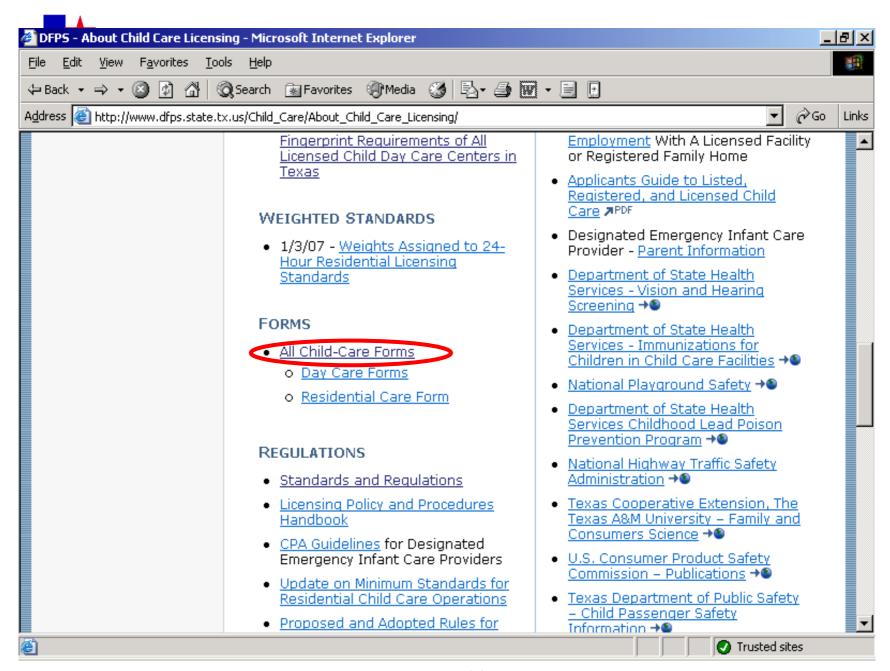


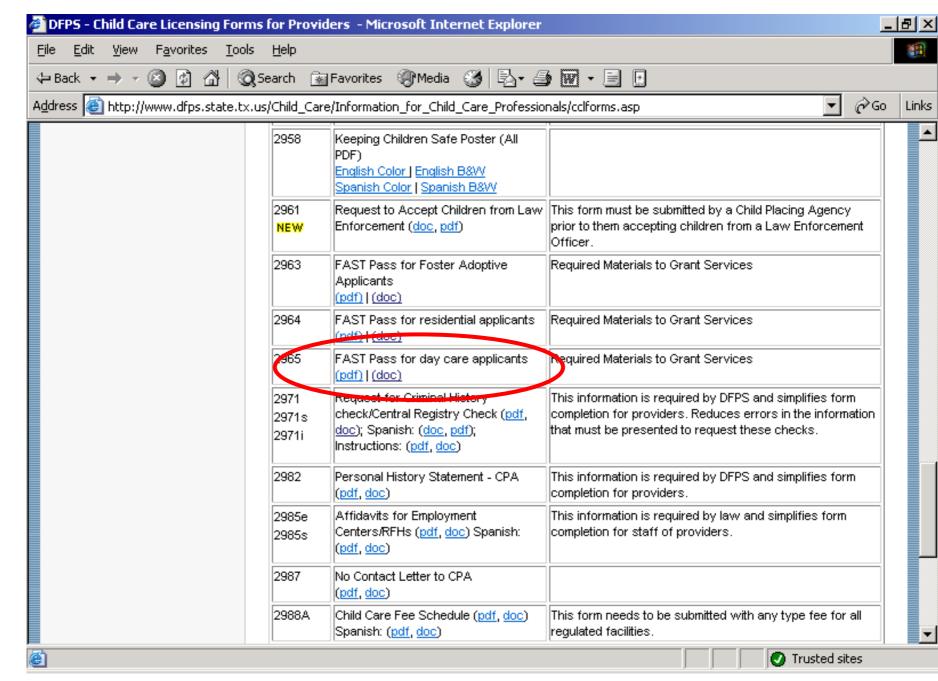


### 2. FAST Pass

- The first step to submitting fingerprints is filling out a Fingerprint Application Services of Texas (FAST) Fingerprint Pass.
- This form is required when the person submits his or her fingerprints.
- The FAST Pass can be found on the DFPS web site at:

http://www.dfps.state.tx.us/Child\_Care/









To schedule an appointment, visit www.identix.com/iis or call 1-888-467-2080

Agency ORI <u>TX922080Z</u>	Age	ncy Name <u>Texas De</u>	partment of Family and	Protective Service
Reason for fingerprinting:	Child-care cen	iter		
Agency Assigned Applicant	Number Leave	Blank		
Original TCNLeave		(If required by Agency	)	48
	-15	(if resubmission for rejected	prints)	
				_
Applicant Information (	o be completed	by Applicant)		
Applicant Information (	(please print)	First Name		
	(please print)	First Name	Skin Tone	
Applicant Last Name	(please print) Race (W. B. A. I. O)	First Name Ethnicity (Hispanic or No	Skin Tone	
Applicant Last Name  Sex	(please print) Race(W, B, A, I, O) Height(feet ar	First Name Ethnicity (Hispanic or No weight ad inches) Soc	Skin Tone on-Hispanic) Hair Color	Eye Color _
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# Filling out the FAST Pass

- Child Care Center fills out the first section (circled in red).
- **Person** submitting fingerprints fills out the second section (circled in green).
- **IBT** will complete the rest of the form (not pictured).



# 3. Scheduling an Appointment

- Schedule an appointment to submit electronic fingerprints:
  - Online at the Integrated Biometric Technology (IBT) website:
    - http://www.l1id.com/

- Or
- <u>Via phone</u>, toll-free at:
  - 1-888-467-2080
    - (8am-5pm CST)
- Make sure to have the FAST Pass form to help schedule an appointment.

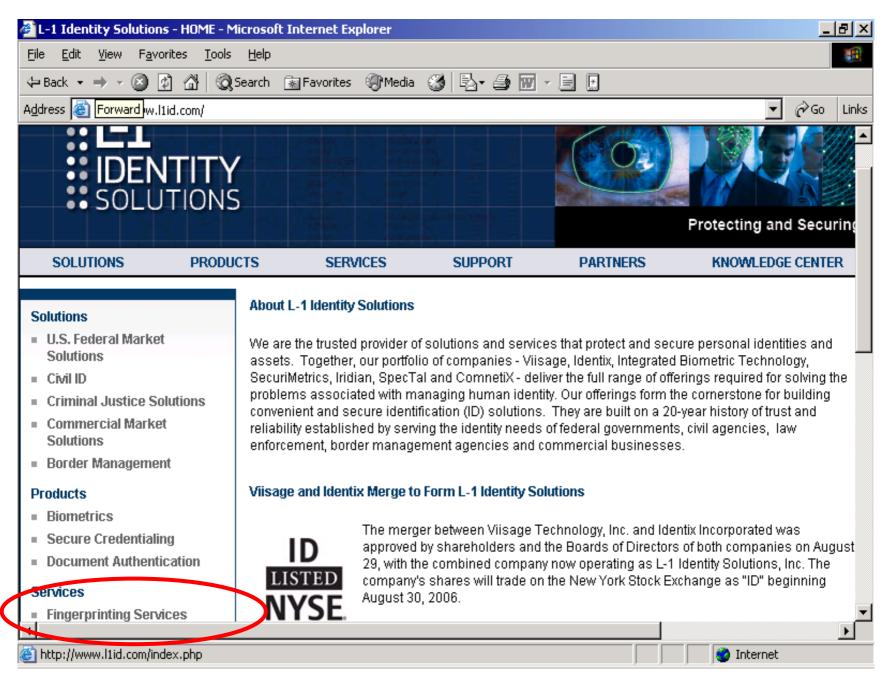


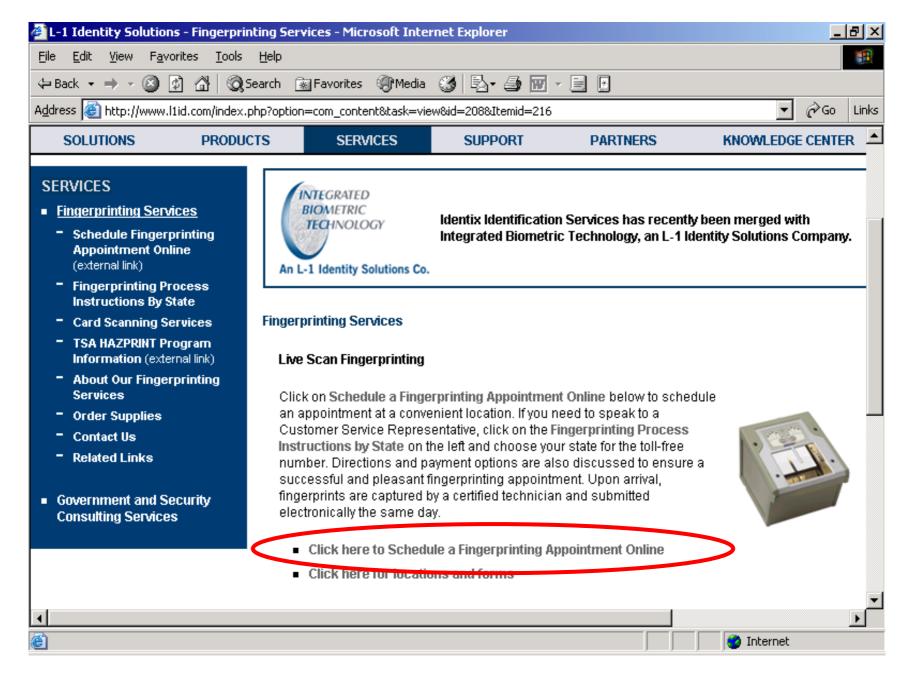
#### Who is IBT?

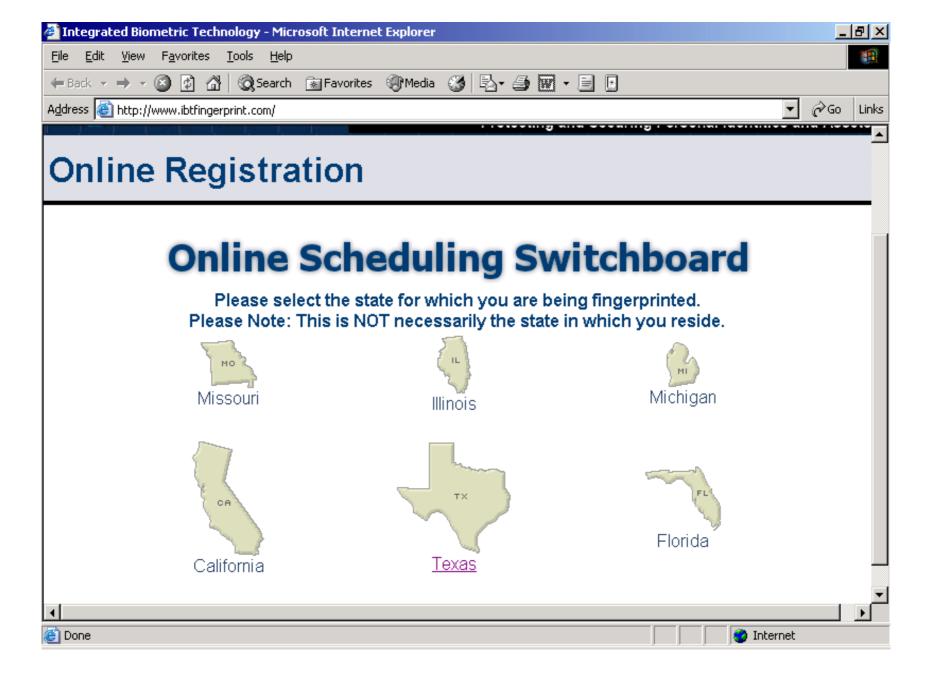
 Integrated Biometric Technology (IBT), formerly Identix Identification Services, is a company under exclusive contract with the Texas Department of Public Safety (DPS) to take electronic fingerprints for the purpose of criminal history checks.

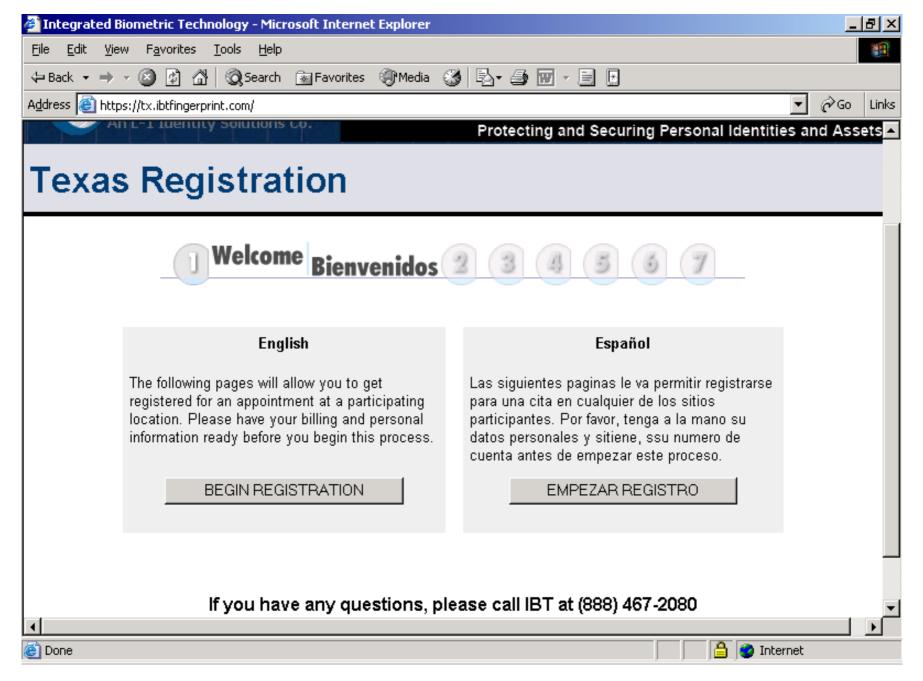
#### Why Electronic Fingerprints?

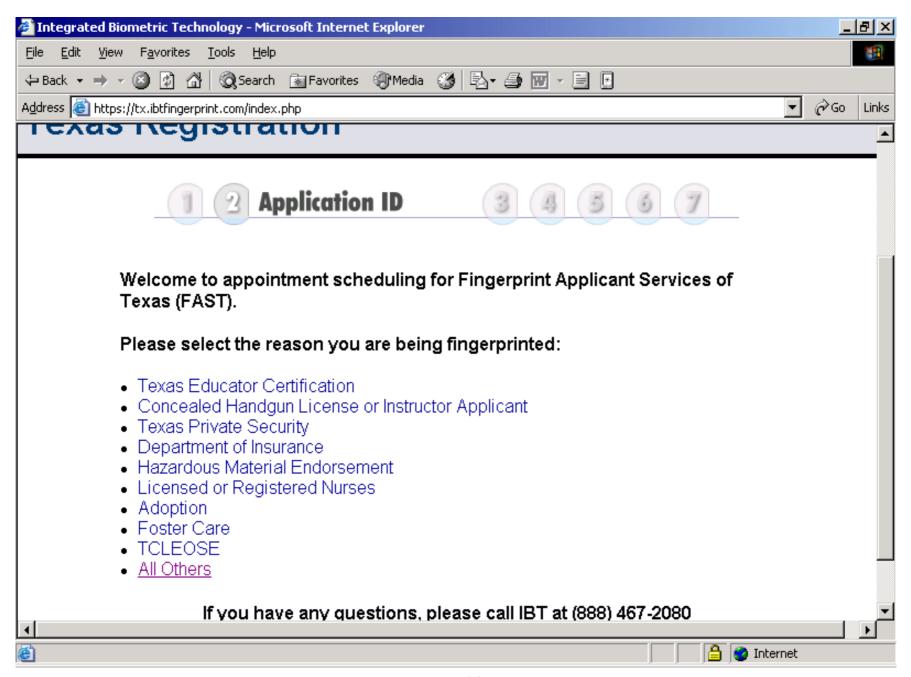
- Local law enforcement and some private companies can take "ink and roll" prints, however, DFPS will not accept these fingerprint cards.
- DFPS requires the electronic submission of fingerprints in order to automate and expedite the processing of fingerprint checks.
- Ink prints on a card must pass through many hands and suffer a high rejection rate from the FBI for inadequate prints, all of which can result in weeks or months waiting for results.

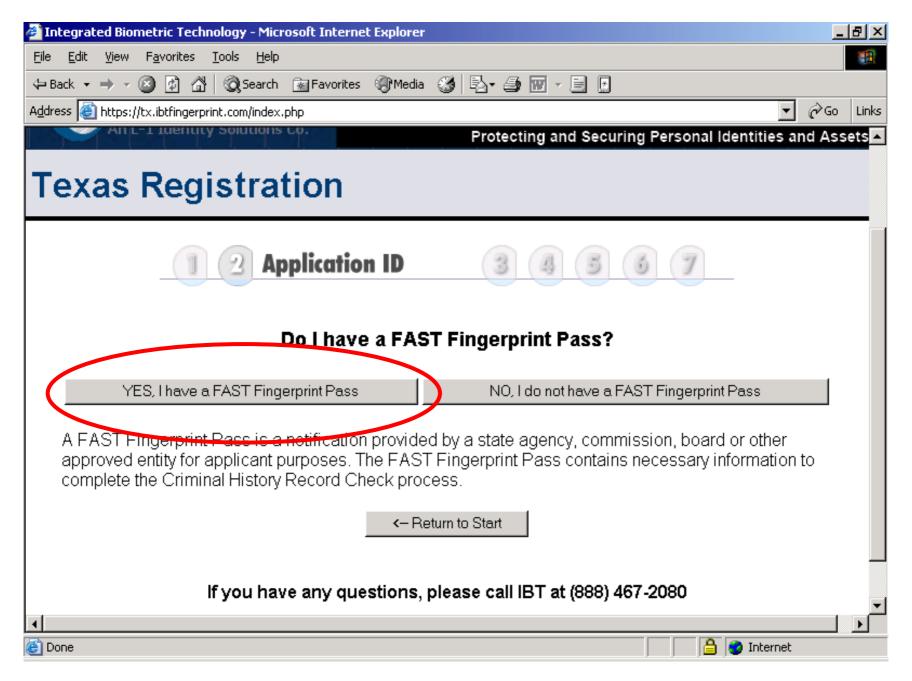


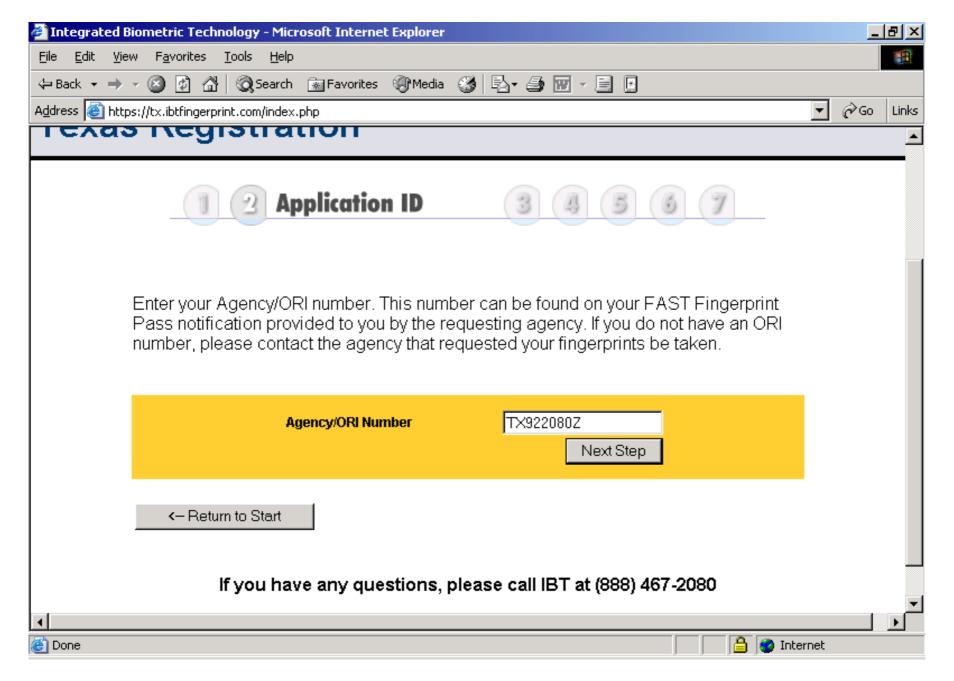


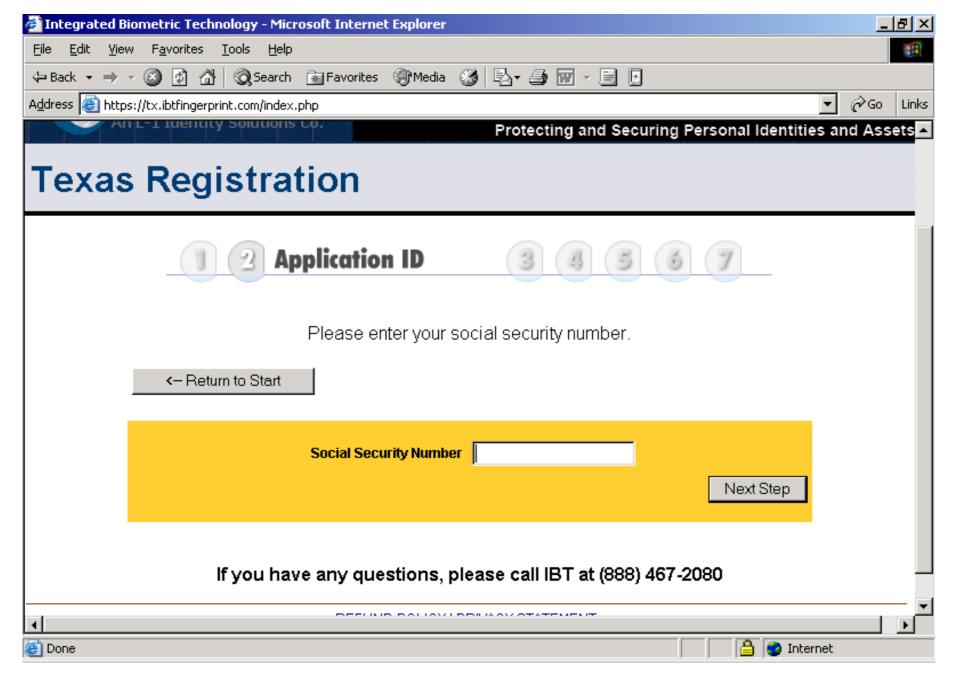












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## 4. Scheduling Appointment, continued

- When making an appointment, you will select a location.
- There are currently over 66 locations throughout Texas. IBT will open more in the future.



# 4. Submitting Fingerprints

- At the scheduled appointment the person will need:
  - The completed FAST Pass form;
  - A Driver's License or other valid Photo ID; and
  - \$44.20 (Personal Check, Money Order, or Credit Card). (This fee is **not** paid to DFPS)
- IBT will:
  - Scan your fingerprints;
  - Take your photograph; and
  - Give you a printed receipt.



### The Cost

The fee for conducting the fingerprint check is \$44.20:

- \$15 for the DPS fingerprint check;
- \$19.25 for the FBI fingerprint check; and
- \$9.95 for the IBT processing fee.
- The fee does not go to DFPS Child Care Licensing.
- ❖ Between September 1 and October 1 of 2007, the fee will be \$48.95



#### 5. Results

- The fingerprints are submitted!
- When you receive the results of the background check, Licensing will provide you with further direction.



## Next Steps

#### DFPS will

Continue to add to the Frequently Asked
 Questions on the DFPS CCL web site:

#### NEW BACKGROUND CHECK RULES FOR DAY CARE CENTERS

- 6/29/07- New Legislation Regarding Fingerprint
   Requirements of All Licensed Child Day Care Centers
   in Texas
- Post this Presentation on the web-site;
- Provide Technical Assistance; and
- Develop rules to provide more clarification.



# Questions and Answers



You may email any questions about the Fingerprinting process to: **DCFingerprinting@dfps.state.tx.us**