



Fingerprinting Instructions and Information

Texas Education Agency
Fingerprint Unit - 908002
1701 North Congress Avenue, WBT 5-100
Austin, TX 78701-1494
1-888-863-5880
www.tea.state.tx.us

FINGERPRINT INSTRUCTIONS

Please read these instructions carefully before you begin the fingerprinting process.

- 1. Obtain a Fingerprint Packet.** A complete Fingerprinting Packet consists of the following:
 - Two (2) Fingerprint Cards from the Texas Education Agency (TEA) bearing the Originating Request Identifier (ORI) number on its face. TEA may only accept the blue and white fingerprint cards provided by the agency. Photocopies of the fingerprint cards are unacceptable.
 - Fingerprint Instructions and Information Form
 - A preaddressed return envelope
 - Fee Remittance Form

You must complete a fingerprint card provided by TEA, regardless of whether you have been fingerprinted in conjunction with obtaining any other license or certification issued by the State of Texas or any other state, territory, country or jurisdiction.

- 2. Complete the Top Portion of the Fingerprint Card. IN BLACK INK,** please fill out the top of the blue fingerprint card as completely as possible, in accordance with the sample shown. Please compare your card to the sample very carefully. The cards cannot be properly indexed by the Department of Justice or the FBI without this information; therefore, incomplete cards will be returned to the applicant. **If your card is missing information or has stray marks your fingerprint card will be rejected,** resulting in a significant delay in processing your application for certification. (See the sample attached.)
- 3. Pay the Fingerprint Processing Fee.** There is a \$47.00 fee for processing your fingerprint card, effective May 1, 2004. The fee may be paid by going to the SBEC website at www.sbec.state.tx.us. Click on the 'SBEC Online for Educators' link and log in using your username and password. Once the Educator Main Menu pulls up, select 'Application Status' and then select 'Pay Online Now' for the *Fingerprint Request Type*.
- 4. Get Fingerprinted.** Prints may be taken by any local law enforcement agency, including your local police department or sheriff's office. We encourage you to contact your local enforcement agency to make arrangements for obtaining your fingerprints. Have at least one form of picture identification for the law enforcement agency. Sign the card in the presence of a law enforcement officer. You may be charged a fee by the fingerprinting entity for the "rolling" of your fingerprints. You must have the individual rolling your fingerprints sign the fingerprint card in the designated space.
 - **Prints must be taken by someone experienced in rolling fingerprints. Please be sure that the prints are legible. If they are smudged or blurred, the prints will be rejected by the Texas Department of Public Safety (DPS) and the FBI, and you will be required to submit a new set of prints, which may delay the issuance of your credential.**
 - If you are missing a finger or have a skin irritation or deformity of the hands and/or fingers which prevents the taking of clear fingerprints, submit a statement explaining the situation from the person taking the fingerprints (in the case of missing fingers or a deformity) or from a doctor (in the case of a skin irritation). Include the statement with your fingerprint card at the time you submit them to SBEC.

5. Send the Completed Fingerprint Card to TEA. Please send your completed fingerprint card, as well as any documentation outlining any missing fingers, deformity of the hands and/or fingers or skin irritation, to TEA in the preaddressed envelope provided. You must place adequate postage on the envelope.

6. Where to Mail Your Fingerprint Card. Please mail your fingerprint card to;

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DO NOT SEND THE FINGERPRINT CARD TO THE TEXAS DEPARTMENT OF PUBLIC SAFETY. DO NOT SEND THE FINGERPRINT CARD TO THE FBI. The card must be returned to TEA.

FINGERPRINT INFORMATION

Fingerprint Processing. An individual has their fingerprints taken, in accordance with the procedures described above, and sends them to the Texas Education Agency (TEA). TEA then forwards the properly completed fingerprint card to the Texas Department of Public Safety (TXDPS) and the Federal Bureau of Investigations (FBI) for processing. TXDPS and the FBI provide TEA with a copy of the individual's criminal history background, if any, so that TEA can make a determination regarding the individual's application for certification.

Rejection of Fingerprint Request. There are several reasons why a fingerprint card may be rejected prior to the completion of the fingerprint process. TXDPS and/or the FBI may reject the fingerprint card because there was a problem with the quality of the fingerprints, such as the fingerprints were smudged, blurred, too light or too dark to be read. If a fingerprint card is rejected, TEA will notify the applicant of the rejection and the applicant will be required to resubmit the fingerprint card for reprocessing.

Review of Criminal History Information. If there is no criminal history, TEA will automatically approve the application for certification. If there is a criminal history, the matter will be reviewed by TEA's Professional Discipline Unit pursuant to 19 Texas Administrative Code Chapter 249 to determine whether there is a basis for a possible denial of the application for certification. That office will contact the applicant regarding any information needed to assess the applicant's eligibility for certification.

Denial of Application for Certification. If TEA makes an initial determination that the application for certification should be denied based on the applicant's criminal history, TEA follows the due process steps outlined in 19 Texas Administrative Code Chapter 249. The applicant will receive a denial letter, which advises the applicant on his/her right to appeal the agency's determination.

Subsequent Applications for Certification. Once an individual has been fingerprinted and entered into the TEA fingerprint database, he or she does not have to be fingerprinted again for future certifications issued by the agency as long as the fingerprint records have not been destroyed.

Subsequent Arrests. If an individual is arrested subsequent to providing their fingerprints to TEA, notice of the arrest will be made to TEA by TXDPS.

SAMPLE FINGERPRINT CARD

(The information may be typed or legibly printed)

APPLICANT		LEAVE BLANK <i>Leave Blank</i>	TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME NAME FIRST NAME MIDDLE NAME <i>Teacher, Terry D.</i>				FBI	LEAVE BLANK <i>Leave Blank</i>
NATURE OF PERSON FINGERPRINTED		ALIASES AKA <i>Formerly Terry D. Smith</i>	TX921310Z ST BD ED CERT AUSTIN, TX				DATE OF BIRTH DOB <i>6/25/72</i>	
SOURCE OF PERSON FINGERPRINTED <i>123 Main Street Anytown, Texas 78777</i>		CITIZENSHIP CTZ <i>US</i>	SEX <i>F</i>	HAIR <i>W</i>	HEIGHT <i>5'7"</i>	WEIGHT <i>153</i>	COMPLEXION <i>Blu</i>	PLACE OF BIRTH POB <i>Bro Oklahoma</i>
DATE FINGERPRINTED <i>12/15/03</i>	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <i>Leave Blank</i>		LEAVE BLANK <i>Leave Blank</i>					
RESIDENCE ADDRESS <i>Leave Blank (if applicable)</i>		EDUCATION <i>Leave Blank</i>	LEAVE BLANK <i>Leave Blank</i>					
CITY/STATE/COUNTRY <i>Leave Blank</i>		PHONE NUMBER <i>123-45-6789</i>	LEAVE BLANK <i>Leave Blank</i>					
		BENEFIT NUMBER <i>Leave Blank</i>						

The following must be filled out in order for a card to be processed:

NAME: Print or type the Last Name, First Name and Middle Name of the person being fingerprinted

Signature of Person Being Fingerprinted: The person being fingerprinted must sign his or her legal name in this block. The card should be signed prior to rolling the fingerprints to prevent smearing. However, the card must be signed in the presence of the official taking the fingerprints.

Aliases (AKA): List any aliases used in the past (e.g. Dutch, Tex, Bunny) Female applicants using a married name should enter their maiden name in this block

Date of Birth (DOB): Date of birth must be entered as month, day, year. If birth date is unknown, then enter the age of the applicant or the year of birth.

Residence of Person Fingerprinted: List the street address, city and state of the fingerprinted person

Social Security Number (SOC): Enter the social security number of the person to be screened.

Citizenship (CTZ): Enter the country of which the applicant is a citizen.

Sex: Use M for Male and F for Female

Race: Use the following letters;

- W – White
- H – Hispanic
- B – Black
- I – American Indian or Alaskan Native
- A – Asian or Pacific Islander
- U – Unknown

HGT (Height): Enter height in feet and inches such as 5’ 11” as 511. Do not use fractions.

WGT (Weight): Enter weight in pounds such as 180 lbs. as 180

EYES: Your eye color. Use the following abbreviations:

- BLK – Black
- BLU – Blue
- BRO – Brown
- GRY – Gray
- GRN – Green
- HZL – Hazel

HAIR: Your hair color. Use the following abbreviations:

- BLK – Black
- BRO – Brown
- GRY – Gray
- RED – Red
- WHI – White
- BAL – Bald
- BLD – Blonde

Place of Birth (POB): Enter the state, territorial possession, province or country of birth.