

This form is not required at the time of your fingerprint appointment.



TEXAS
Health and Human
Services

**General Residential Operation (GRO), Child Placing Agency Staff (CPA),
Licensed Administrators or Applicants, or RCCL Foster/Adoptive
Household Members or Visitors**

Please schedule a fingerprint appointment by completing the following steps:

1. Are you a Frequent/Regular Visitor, Volunteer or Unverified Respite Provider:
 - [No. logon to this link https://uenroll.identogo.com/servicecode/11BR68](https://uenroll.identogo.com/servicecode/11BR68)
 - [Yes. logon to this link https://uenroll.identogo.com/servicecode/11BR7S](https://uenroll.identogo.com/servicecode/11BR7S)
2. Select: **Schedule Appointment**
3. Follow the prompts to enter requested information.

NOTE: Payment received by foster and adoptive parents for placement of a child is not considered financial compensation and is considered to be an unpaid role.

When scheduling an appointment you will be prompted for the following additional personal data. **NOTE:** This data is required by the Texas Department of Public Safety in order to process your background check.

- Date of Birth
- Citizenship
- Mailing and Residential Addresses
- Height
- Weight
- Hair Color
- Eye Color
- Preferred Language
- Gender
- Race

During your fingerprint appointment you must present your Driver's License card or other allowable documents to verify your identity. Acceptable documentation is listed on the Texas Department of Public Safety's website - https://www.txdps.state.tx.us/administration/crime_records/docs/proveidforfingerprinting.pdf.

You may pay for your fingerprint services at your fingerprint appointment via credit card, business check, money order or NCAC coupon code only. No cash or personal checks accepted. Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

If you need assistance scheduling your appointment you may call 1-888-467-2080.

**For additional information on scheduling your fingerprint appointment please
visit the Centralized Background Check Unit website at
[https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-
providers/child-care-licensing/child-care-licensing-background-checks/fingerprinting](https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/child-care-licensing-background-checks/fingerprinting)**