



## Instructions for Submitting FBI Fingerprint Cards for Child Care Regulation Applicants that Reside Outside of Texas

---

A Child Care Regulation applicant who requires an FBI background check and resides outside of Texas, must have his/her fingerprints rolled on a hard copy fingerprint card and mail the required information to the fingerprint vendor.

Applicants must follow these steps to ensure the fingerprint card is processed in a timely manner:

1. Obtain fingerprint card from a local law enforcement agency, and have fingerprints rolled by the agency or other entity that provides fingerprinting services.
2. Complete the following information for the applicant on the fingerprint card:

**NOTE:** This data is required by the Texas Department of Public Safety in order to process your background check.

- Full name and any aliases
  - Date of Birth
  - Place of Birth and Citizenship
  - Social Security Number
  - Residence Address
  - Reason for Fingerprinting
  - Height, Weight, Eye Color, and Hair color
  - Sex and Race
3. Use the chart below to obtain your required Service Code.
  4. Click on the corresponding service code link to register for a fingerprint submission with the fingerprint vendor. You may also visit <https://uenroll.identogo.com/> and manually enter the Service Code number or you call 1-888-467-2080 to speak to a customer service representative for assistance.

Operation Type	ORI Number	Are you a Frequent/Regular Visitor, Volunteer or Unverified Respite Provider?	Service Code
Child Care Licensing	TX922250Z	No	<a href="#">11BBY3</a>
		Yes	<a href="#">11BF2V</a>
Residential Child Care Licensing General Residential Operation (GRO), Child Placing Agency Staff (CPA), Licensed Administrators or Applicants, or RCCL Foster/Adoptive Household Members or Visitors	TX922080Z	No	<a href="#">11BR68</a>
		Yes	<a href="#">11BR7S</a>
Residential Licensing Foster/Adoptive Parents	TXAWA000Z	No	<a href="#">11BR9Q</a>

5. On the fingerprint vendor's website, select "Submit A Fingerprint Card by Mail" and follow the prompts to enter requested information.
6. Print and sign the Confirmation Page showing that your prints have been registered.
  - a. Applicants submitting fingerprints through the Homebound process must give the signed confirmation page to DFPS staff at the time the fingerprints are collected.
  - b. All other applicants must mail the completed fingerprint card and signed confirmation page to:

**IDENTOGO  
CARDS CAN DEPARTMENT  
340 SEVEN SPRINGS WAY, SUITE 250  
BRENTWOOD, TN 37027**

**Special instructions for law enforcement agency and applicant:** If the DFPS applicant is required to pay any additional fees charged by the local law enforcement agency for rolling his/her fingerprints, payment should be made directly to the law enforcement agency.

**For additional information on scheduling your fingerprint appointment or the Homebound process, 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>**