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.
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**
   **CARDSCAN 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](https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/child-care-licensing-background-checks/fingerprinting)