

## HOW TO OBTAIN CRIMINAL BACKGROUND CHECK THROUGH THE TEXAS DEPARTMENT OF PUBLIC SAFETY

An individual may receive a copy of their Texas criminal history record information by requesting it in writing. You will need to include your full name (last, first, middle), gender, ethnicity, date of birth (month, day, year), your social security number, your return address, a complete and legible set of fingerprints on a DPS-approved fingerprint card, and \$15.

All local police \* and sheriff's offices have DPS-approved fingerprint cards. Fingerprints submitted to request access to criminal history records must be taken by a law enforcement agency. Most departments will provide this service, but you will have to mail the completed card to Austin, along with all the other necessary information. The sheriff or police department will charge a fee for the fingerprint card.

Mail the written request, the completed fingerprint card and the money (\$ 15) to Texas Department of Public Safety, Crime Records Service, P.O. Box 15999, Austin TX 78761-5999, Attn: Correspondence Section.

\* In San Antonio, the police substations do not issue fingerprint cards. You must go to the main police station downtown.