



**DPE Computerized Criminal History (CCH) Verification  
(AGENCY COPY)**

I, \_\_\_\_\_, have been notified that a Computerized Criminal  
*APPLICANT or EMPLOYEE NAME (Please Print)*  
History (CCH) verification check will be performed by accessing the Texas Department of Public Safety  
Secure Website and will be based on name and DOB identifiers I supply.

Because the name-based information is not an exact search and only fingerprint record searches  
represent true identification to criminal history, the organization conducting the criminal history check  
for background screening is not allowed to discuss any criminal history record information obtained  
using the name and DOB method. Therefore, the agency may request that I have a fingerprint search  
performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints  
for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification  
System). I have been made aware that in order to complete this process I must make an appointment  
with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy to be  
sent the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company,  
L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my  
fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

Carthage Independent School District  
Agency Name (Please Print)

Adana Woods  
Agency Representative Name (Please Print)

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
Yes _____	No _____ Initial _____
Purpose of CCH: _____	
Hire _____	Not Hired _____ Initial _____
Date Printed: _____	Initial _____
Destroyed Date: _____	Initial _____
<b>Retain in your files</b>	