

Los Fresnos CISD Criminal Background Check Packet

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Greeting,

Our records show you have selected Los Fresnos Independent School District (ISD) as your district of choice. Los Fresnos ISD requires that you complete a criminal background check (CBC). To complete your CBC with Los Fresnos ISD, please complete the four (4) requirements below and submit them to Ms. Alva Castillo, Los Fresnos Human Resources, via-email to: acastillo@lfcisd.net. The following items will be required to complete your Criminal background check.

1. Complete the attached documents.
2. Texas Driver's License or Texas I.D (note if no TXDL; input TXID#)
3. District letter (attached)
4. Copy of TB test results

Failure to complete this process by the deadline could result in delayed placement.

If you have any additional questions pertaining to the CBC, please contact Ms. Alba Castillo at 956-254-5001.

Should you have any questions, please feel free to contact our office at 956-882-4139 or 956-665-5910.

We look forward to your participation.

Thank you,

Office of Field Experiences

Brownsville Campus
BMAIN 2.200M
(956) 882-4139

Edinburg Campus
Education Complex 2.202
(956) 665-5910

Support: ofe@utrgv.edu

LOS FRESNOS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT OFFICE OF HUMAN RESOURCES

P. O. Box 309 • 600 N. Mesquite, Los Fresnos Texas 78566 • (956) 254-5000 FAX (956) 233-3599
www.lfcisd.net

APPLICATION PACKET

University Students, Program Visitors and Contract Services

1. Application Form

Thank you for your interest in our school district. Your application becomes active/eligible when all documentation has been received and Criminal History Check has been cleared. Your application will be kept active for one school year. Only those applicants cleared through the Office of Human Resources Department will be permitted to fulfill their assignment in Los Fresnos CISD campuses.

You may have your application deactivated by writing a brief letter to the Office of Human Resources.

2. Completion

In order for your application packet to be complete, the following items have to be submitted along with your application:

- Criminal History Check (conducted by Human Resources)
- Letter from the University/Program (If conducting student observation/student teaching)
- National Criminal History Record Information - Fingerprinting (*if direct contact with students*)

Please notify the Office of Human Resources in writing of any changes of name, address, and telephone number after submission of an application has been made with Los Fresnos CISD. Questions can be directed to Alba Castillo at 254-5000 and/or to HR Staff between the hours of 8 a.m. and 5 p.m. Monday - Thursday; 8 am -4 pm on Fridays.

Thank you for your interest in the Los Fresnos Consolidated Independent School District.

"The Los Fresnos Consolidated Independent School District is an Equal Opportunity Employer, M/W/D/V."

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

I, _____, acknowledge that a Computerized Criminal
APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name based information is not an exact search and only fingerprint record searches represent true identification to criminal history information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at www.txdps.state.tx.us / *Crime Records/Review of Personal Criminal History* or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed, 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 (optional)

Date

Los Fresnos CISD

Agency Name (Please print)

Marlen A. Anaya, HR Director

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES ___ NO ___	___ Initial
Purpose of CCH: _____	
Empl ___ Vol/Contrator ___	___ Initial
Date Printed: _____	___ Initial
Destroyed Date: _____	___ Initial
Retain in your files	

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