

South Texas ISD Criminal Background Check Packet

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The University of Texas
Rio Grande Valley™

Office of Field Experiences

Greetings,

Our records show you have selected South Texas ISD as your district of choice. South Texas ISD requires that you complete a criminal background check (CBC). CBC will be conducted by the South Texas ISD HR Department. To complete your CBC with South Texas ISD please submit the following to Ms. Lissa Frausto, Assistant Superintendent for Human Resources Secretary at lissa.frausto@stisd.net:

1. DPS Computerized Criminal History (CDH) Verification (attached)
2. Copy of TXDL/ID

Failure to complete criminal background check with the district may result in a delay in your placement.

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

We look forward to your participation.

Thank you,

Office of Field Experiences

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Education Complex 2.510
(956) 665-5910

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

Clear

I, _____
Printed Name DOB

have been notified that a Computerized Criminal 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 be sent to 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

Agency Name (Please Print)

Agency Representative Name (Please Print)

Signature of Agency Representative

Date

<p>Please: Check and Initial Each Applicable Space</p> <p>CCH Report Printed: YES <input type="checkbox"/> NO <input type="checkbox"/> _____ initial</p> <p>Purpose of CCH: _____</p> <p>Hired <input type="checkbox"/> Not Hired <input type="checkbox"/> _____ initial</p> <p>Date Printed: _____ _____ initial</p> <p>Date Destroyed: _____ _____ initial</p> <p>Notes: _____</p> <p align="center">Retain in your files</p>
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