

# ENFORCEMENT BULLETIN

Number 2017-001

## FINGERPRINTING REQUIREMENTS

### Fingerprinting Requirements

Any person applying for a manufacturer's, retailer's, broker's, installer's, or salesperson's license must provide their fingerprints, so that a DPS and FBI criminal history check can be performed. This includes all owners, partners, officers, and related persons listed on the license.

Once fingerprints are on file, a licensee will not need to be fingerprinted for subsequent renewals.

Due to FBI requirements, fingerprints submitted for another state issued license or permit cannot be accept for Manufactured Housing Division licensure. The license applicant must submit new fingerprints.

MorphoTrust is the vendor that collects and submits fingerprints to the FBI via the Texas Department of Public Safety (DPS). MorphoTrust has no role in the actual research and processing of the criminal background check or the delivery of its results.

### Fingerprinting Process

Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers.

1. Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
2. You may begin the process by simply going to: <https://uenroll.identogo.com/>
3. Enter the Service Code 11G6NZ
4. Provide all required pre-enrollment data and select a convenient date and time for your appointment.

If you prefer to schedule over the telephone, you must:

1. Have your Service Code ready (11G6NZ), then call 888.467.2080;
2. MorphoTrust will prompt you for the Service Code (11G6NZ);
3. Provide all required pre-enrollment data and select a convenient date and time for your appointment

Arrive at your scheduled appointment with your photo identification. If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here:

<http://www.11enrollment.com/state/forms/tx/55fc619a7f7aa.doc>. MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and

coupon codes (employer accounts) at the time of service. Please note that personal checks and cash are not accepted.

At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted. Do not throw away the receipt. You may check status on your submission by clicking on the link: <https://uenroll.identogo.com/servicecode/11G6NZ> and then click "Check Status". Fingerprinting results are received by the Manufactured Housing Division typically 3-5 days after the appointment.

Occasionally fingerprints may be unreadable. If this should occur, the applicant will be contacted by MorphoTrust to schedule a time to be reprinted at no additional cost. Reprints cannot be scheduled online. If prints are unreadable a second time, a Manufactured Housing Division staff person will initiate a name search through the FBI.