



Department of Public Safety Computerized Criminal History (CCH) Verification

I, _____, have been notified that a computerized criminal
APPLICANT (Please print)
history (CCH) verification check will be performed by accessing the Texas Department of Public Safety
Secure Website and will be based on my name and DOB that I supply in my application.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, North East ISD will not discuss any criminal history record information obtained using the name and DOB method. Therefore, North East ISD may request that I have a fingerprint search performed to clear any misidentification based on 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 MorphoTrustUSA, submit a full and complete set of my fingerprints, request a copy be sent to the North East ISD listed below, and pay a fee of \$24.95 to the fingerprinting services company, MorphoTrustUSA.

Once this process is completed and North East ISD receives the data from DPS, the information on my criminal history record may be discussed with me by a Human Resources representative.

(This copy will remain on file by North East ISD, as required by future DPS Audits.)

Signature of Applicant

Date

Signature of NEISD HR Representative

North East ISD San Antonio, Texas

Date

For Office Use Only

CCH Report Printed:

YES ☐ NO ☐ _____ initial

Purpose of CCH: Student/Candidate Placement

Approved ☐ Not Approved ☐ _____ initial

Date Printed: _____ initial

Destroyed Date: _____ initial

Retention in Applicant's HR file