CHILD CARE LICENSING REQUEST FOR BACKGROUND CHECK

Form 2971 January 2010 Instructions

"Texas law gives you the right to know what information is collected about you by means of a form you submit to a state government agency. You can receive and review this information, and request that incorrect information about you be corrected by contacting your licensing representative."

Who is required to have a Named-Based Background Check for Criminal History and History of Abuse or Neglect?

Chapter 42 of the Human Resources Code requires the director, owner or operator of a child-care operation to provide identifying information to the Texas Department of Family and Protective Services (DFPS) on the director, owner, and operator of the operation; each current and prospective employee; each current or prospective foster parent providing foster care through a child-placing agency; each prospective adoptive parent seeking to adopt through a child-placing agency; and each person 14 years of age, other than a client in care who: is counted in child-to-caregiver ratios, will reside in a prospective adoptive home if the adoption is through a child-placing agency, has unsupervised access to children in care at the operation or resides in the operation, or will regularly or frequently be staying or working at an operation or prospective adoptive home while children are in care. The information provided below will be used to run a name-based background check for any criminal history and history of abuse or neglect (central registry check).

Who is required to have a Fingerprint-Based Criminal History Check?

As part of the background check process, it may be necessary for you or your staff to be fingerprinted through the applicant fingerprinting service center for the Texas Department of Public Safety (DPS). The following must request a fingerprint-based criminal history check:

- Any person required to have a name-based background check that has lived outside of Texas within the past five (5) years or
 you have reason to believe has a criminal history in another state is required to have a fingerprint-based criminal history
 check.
- Child-placing agencies and independent foster homes that will accept the placement of children for whom DFPS is the managing conservator must request a fingerprint check for any foster or adoptive parent applicant, including a person who has adopted in the past and who applies to adopt again unless the person is also verified as a foster/adopt home; and any adults 18 years or older living in the home of a foster or adoptive parent applicant.
- Child-care centers must request a fingerprint-based criminal history check for the directors, owners, operators, or administrators of the center; current and prospective employees; any person(s), including volunteers, who are counted in the child/caregiver ratio; and any person who has unsupervised access to children in care.

If a person has a DPS clearinghouse record from a fingerprint check conducted by another entity that is available for review by DFPS, then the person is not required to submit his/her fingerprints again. You must check the "FBI Results in DPS Clearinghouse" check box on form 2971 and notify the Centralized Background Check Unit Support Line at 800-645-7549 or send an email to RCCLFBIRESULTS@dfps.state.tx.us so that the clearinghouse record may be verified.

When must I complete the background check request?

Each person at your operation who is required to have a background check must complete all required background checks prior to having direct access or providing direct care to the children in care and once every 24 months thereafter.

How do I submit a background check request?

If	then
You are applying for a permit	you must send your background check request form along with your application to your local licensing office.
You are a Licensed Child-Care Center or Residential Care permit holder	you must submit your background check requests via the Internet.
You are a Licensed Child-Care Home or Registered Home	you may submit your background check requests via the Internet or the background check form to: DFPS, Centralized Background Check Unit, P.O. Box 149030, Mail Code: 121-7, Austin, TX 78714-9030.
You are a Listed Home permit holder	you may submit your background check requests via the Internet or the background - check form to: DFPS, Listed Home Unit, P.O. Box 149030, Mail Code: 121-8, Austin, TX 78714-9030.

Background check requests may be submitted at the following address:

www.dfps.state.tx.us/Child Care/Search Texas Child Care/ppFacilityLogin.asp.

NOTE: If you are submitting your request via the Internet please DO NOT submit this form to your licensing office.

Is there a fee for processing background check requests?

Background check processing fees are included in the annual fee for Listed Homes. All other operation types, you must pay a **\$2** fee for each person listed on this form or submitted via the Internet. Submit Form 2988-A, Child Care Fee Schedule, along with the fee(s), to: **DFPS**, **Accounting Division MC: E-672**, **P.O. Box 149030**, **Austin, TX**, **78714-9030**. Failure to submit fee payments can result in **adverse action including suspension or revocation**.

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A fee of \$44.20 must be paid to the DPS Fingerprinting Service Center for each person obtaining fingerprint checks at the time the fingerprint check is run. See http://www.dfps.state.tx.us/Documents/Child_Care/Forms/2965.doc for additional information and an application for fingerprint-based checks.

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Operation Name				Operation Number	Telephone No. (A/C)	
Operation Address (Street	t, City, ZIP)	Operation M	ailing Address (City & Zip	p)	County	
must be provided. If		ery name that each pe			currently or in the past results. Additional forms	
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Printed Name of Dire	ector, Owner, or Operator	r Signature of Direc	etor, Owner, or Operato	r	Date	
☐ Initial	24 Month Check	☐ Fingerpr	int Check Required	FBI Result	s in DPS Clearinghouse	
Social Security Number				cense or ID Number -Sta		
First Name		Middle Name	Last	Name		
Street Address		City	State		Zip	
County		Telephone No. (A/C)	Date	of Birth	Gender	
You must list any other of Texas in the previou		s person has been a reside	ent, and any addresses,	including county, where	the person has lived outside	
Relationship of person Adoptive Parent Other Staff	Caregiver D Staff V	irector Foster		hold Member 🔲 I	Licensed Administrator	
Date Hired /Used by the Operation/Agency Hispanic Other Contact Con						
Other names used (married, maiden, etc.) First Name Middle Name Last Name						
DFPS Use Only	Worker NameLast, fin	rst	Mail Code			

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"Texas law gives you the right to know what information is collected about you by means of a form you submit to a state government agency. You can receive and review this information, and request that incorrect information about you be corrected by contacting your licensing representative."

☐ Initial ☐ 24 M	Month Check	Fin	gerprii	nt Check Requir	red	FBI Results in	DPS Clear	ringhouse
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Street Address		City		State				
County		Telephone No. (A	\/C)		Date o	of Birth		Gender
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☐ Initial ☐ 24 M	Month Check	Fin	gerprii	nt Check Requir	red	FBI Results in	n DPS Clear	ringhouse
Social Security Number				ID Type - Driv	vers Lice	ense or ID Number -State		
First Name		Middle Name			Last N	Vame		
Street Address		City			State		Zip	
County		Telephone No. (A	\/C)		Date o	of Birth		Gender
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Adoptive Parent Care Other Staff Staff			Foster j Other:	parent 1	Househo	old Member	ensed Adm	ınıstrator
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☐ Initial ☐ 24 Month Check	Fingerprint	Check Required	FBI Results in DPS	Clearinghouse	
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County	Telephone No. (A/C)	Da	ite of Birth	Gender ☐ M ☐ F	
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of results in the previous rive years.					
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Other names used (married, maiden, etc.) First	Name Middle Name		Last Name		
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