

# TEXAS STATE BOARD OF PLUMBING EXAMINERS (TSBPE) LICENSEE AND REGISTRANT

## FINGERPRINT BACKGROUND CHECK INSTRUCTIONS

New and renewal applicants for a license or registration may now provide proof of obtaining a fingerprint background check after completing your application.

Your fingerprints will be submitted electronically to the Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI) through IdentoGo. The fee is \$39.05 and is collected by and paid through IdentoGO to the DPS and FBI. **Cash and personal checks are not accepted.** The background check report will then be sent electronically to the TSBPE. You **will not** receive a printed fingerprint card. The fee for fingerprint background checks is in addition to your license or registration initial or renewal fee. Fingerprint background checks for any other license or agency **are not** accepted.

Visit **IdentoGO** through the link below after reading the following information:

Go to the IdentoGO website and prepare to visit them. **Unscheduled walk-in service is not available.** Appointments must be made either online or by calling IdentoGO at 1-888-467-2080 to set up an appointment. This service is **NOT** available at TSBPE.

1. To register online click the [IdentoGo](#) link.
  - a. Click on "Schedule or Manage Appointment."
  - b. Complete all required fields on the following pages.
  - c. When asked for an Authorization code, mark "No."
  - d. Once you are registered, you do not need to bring the registration paper with you.
  - e. Make sure you bring proof of identification with you to the appointment.
  - f. After your appointment please keep your receipt for future reference. Applications will not be processed until TSBPE receives proof of your fingerprint background check, as required.
  
2. To register by phone call **1-888-467-2080**.
  - a. Use service code **11J66Z**. You **MUST** use this code. If you use the wrong code you will not be refunded for sending your information to another agency.
  - b. Do not request the hard card, as it will not be accepted.
  - c. When asked for an Authorization code, answer "No."
  - d. Make sure you bring proof of identification with you to the appointment
  - e. After your appointment please keep your receipt for future reference. Applications will not be processed until TSBPE receives proof of your fingerprint background check, as required.

**Beginning December 1, 2019, all applicants for renewal and initial Tradesman Plumber Limited licenses are required to obtain a fingerprint background check per Board Rule amendment 363.2 (f). Currently, the board has amended its rules to begin the fingerprint background check to include **only new and renewal Tradesman Plumbers**. However, in the near future, all licensees and registrants will be required to obtain fingerprint background checks. Therefore, applicants for any other license or registration type, renewal or new, may also wish to complete the above fingerprint background check process prior to the requirement.**

**In most cases, this is a one-time process for those that do and do not have past criminal convictions. Applicants who have past criminal convictions or have received a conviction since their last renewal must also submit a SCHIF (Supplemental Criminal History Information Form) available from our website along with their fingerprint background check.**

**DO NOT DELAY!**

## **§363.2 General Qualifications**

(f) Fingerprinting Requirements. In accordance with §1301.4521 and Chapter 53 of the Occupations Code, the Board conducts reviews of individuals seeking licensure by the Board with a criminal background to evaluate their fitness and determine whether their criminal background disqualifies them from being licensed by or registered with the Board.

In accordance with §411.122 of the Government Code, the Board is authorized to access criminal background records from the Texas Department of Public Safety (DPS) to conduct such reviews, including the submittal and registration with DPS of fingerprints from an individual seeking licensure with the Board, in order to obtain such records. Specifically, the Board's fingerprinting requirements are as follows:

(1) Fingerprints required. The submittal and registration of fingerprints with DPS is required when applying for the following license or registration types: **Tradesman Plumber-Limited License**.

(2) Resubmittal of fingerprints. The requirement to submit and register fingerprints applies to both an initial application for a license or registration, as well as applications for renewal.

**However, once fingerprints have been submitted and registered with DPS, an individual ordinarily will not be required to re-submit their fingerprints, including renewals of a license or registration, or when applying for a different license or registration type.**

The foregoing notwithstanding, resubmittal of fingerprints may be required to the extent required by DPS or its third-party fingerprint processing vendor; for example, to comply with new or enhanced fingerprint records requirements, or if additional biometric data is required to conduct criminal background checks.

(3) Fingerprint procedures; fees. An applicant required to submit and register their fingerprints with DPS in accordance with paragraph (1) of this subsection must follow all instructions and procedures outlined by DPS and its third-party fingerprint processing vendor.

The applicant is responsible for and must make payment directly to DPS and/or its designated third-party fingerprint processing vendor, all fees associated with the criminal background fingerprinting process, which is separate from the application fee imposed by the Board.