

FINGERPRINT INSTRUCTIONS

The collecting and submitting of fingerprints to the FBI is handled through the Texas Department of Public Safety (DPS). They use an exclusive vendor, IdentoGo by MorphoTrust USA to gather the fingerprints.

Effective May 9, 2016, fingerprints, electronic or physical cards, should not be submitted to MorphoTrust prior to the Department acknowledging receipt of your application (for new applicants) or receipt of an authority to release information form (for current supervised, licensed or registered entities). Upon receipt of a new application or authority to release information form for new controlling individuals, executive officers, general manager, trustees, manager or responsible individuals, the Department will provide you with a Texas Fingerprint Service Code Form and detailed instructions so you may begin the fingerprinting process.

Please note that you may be required to resubmit fingerprints if you begin the process with MorphoTrust prior to the Department's acknowledgment of receipt of a new application or authority to release information form.

Non-Texas residents and Texas residents located outside of IdentoGo's service areas may submit physical fingerprint cards to MorphoTrust USA's office for electronic processing. You may have these individuals fingerprinted by a local Law Enforcement Agency, such as a local police station, sheriff's office or county police department, or a private company with an expertise in fingerprinting before you submit your application or authority to release information forms. **However, these physical cards should not be submitted to MorphoTrust until you are instructed to do so by the Department. In addition, fingerprint cards should not be submitted directly to the Department.**

Please be aware that some law enforcement agencies charge a fee for taking fingerprints. In addition, please note the Department does not provide fingerprint cards. You must obtain your own FBI fingerprint cards.