

FINGERPRINT OVERVIEW AND INSTRUCTIONS
For License Issuance or Renewal on or after January 1, 2019

Table of Contents

Overview for all Applicants and Licensees..... 2
Instructions for Live Scan Fingerprinting – Only available in Texas..... 3
Instructions for Out-of-State/Out-of-Country Fingerprinting (Hard-Copy Fingerprint Collection) 5

If you have any questions during this process, please contact IdentoGO at (855) 845-7434.

Overview for all Applicants and Licensees

In order to comply with statutory amendments to both the PT and OT Practice Acts made during the 85th Legislative Session regarding criminal background checks, physical therapists (PTs) and physical therapist assistants (PTAs) licensed by the Texas Board of Physical Therapy Examiners (TBPTE) and occupational therapists (OTs) and occupational therapy assistants (OTAs) licensed by the Texas Board of Occupational Therapy Examiners (TBOTE) will be required to submit their fingerprints for state and national criminal history background checks. **This includes those applying for their license which will be issued on or after January 1, 2019 and those already licensed prior to their license expiration date if renewing on or after January 1, 2019 with the exception of inactive status.**

Licensees renewing their license on inactive status, or changing their status from active to inactive, will need to comply with the fingerprinting requirement when reinstating their license to active or retired status.

Prior fingerprinting for any other purpose will not satisfy this requirement as other entities are not allowed to share criminal history background check results with us.

Once an applicant or licensee has satisfied this requirement for the issuance or renewal of their license, the individual will not be required to submit fingerprints as part of the renewal of their license in the future.

Results of the fingerprinting will be sent directly to the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE) both from the Texas Department of Public Safety Criminal Records and the Federal Bureau of Investigation.

You will not be given a copy of your fingerprinting results by ECPTOTE. You may check the status of your submission through IdentoGo (not ECPTOTE) by following the instructions written below.

Make sure your physical, mailing, and email addresses are up to date. Follow this link for any updates/corrections: https://www.ptot.texas.gov/forms/public/change_contact_info

Note: Applicants for initial licensure should not submit fingerprints for review until after they have submitted the online application.

If you have any questions during this process, please contact IdentoGO at (855) 845-7434.

Instructions for Live Scan Fingerprinting – Only available in Texas

If you are in Texas, or reside out of state but can schedule a time to be in Texas, you may make an appointment for a live scan (a process that captures fingerprints without the use of ink), at locations throughout the state of Texas.

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

- Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
 - You may begin the process now by simply clicking on this link: <https://uenroll.IdentoGO.com>;
 - Enter the service code **11HY44**;
 - Click **Schedule or Manage Appointment**;
 - Complete all required fields on the following page;
 - Once you have scheduled your appointment, you are **not** required to bring the form to your visit.
- If you prefer to schedule over the telephone, you must:
 - Obtain the TX Fingerprint Service Code form: [TX Fingerprint Service Code form](#)
 - Call **(888) 467-2080**;
 - Please have the TX Fingerprint Service Code form before you call –MorphoTrust will prompt you for the Service Code (**11HY44**) on the form;
 - Once you have scheduled your appointment, you are **not** required to bring the form to your visit.

2) Arrive at your scheduled appointment with your photo identification and fee.

- 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: https://www.dps.texas.gov/administration/crime_records/docs/ProvelidForFingerprinting.pdf
- 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**.

3) Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.

4) 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.

If you have any questions during this process, please contact IdentoGO at (855) 845-7434.

- You may check the status of your submission by:
 - Clicking on this link: <https://uenroll.IdentoGO.com>;
 - Enter the service code **11HY44**;
 - Select **Check the Status of your Service** at the bottom of the page.

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

Note: If you choose to schedule fingerprinting online, please ensure that you use the ECPTOTE service code as, by law, we cannot use fingerprint results that were sent to another agency. If you have accidentally selected another agency prior to your appointment, you will need to visit www.identogo.com and select the following:

- The state where you would like to schedule your fingerprinting session;
- Online Scheduling;
- Begin Registration; then select
- I have an existing appointment I would like to change.

Cost of fingerprinting:

As of 06/01/2018, the fee for fingerprinting is \$37.00. This fee includes the fingerprint vendor processing fee, DPS processing fee, and FBI processing fee.

- On 01/01/2019, the fee will increase to \$38.25.

If you have any questions during this process, please contact IdentoGO at (855) 845-7434.

Instructions for Out-of-State/Out-of-Country Fingerprinting (Hard-Copy Fingerprint Collection)

If you reside outside of Texas and cannot schedule an appointment in Texas for a Live Scan, you must be fingerprinted in ink on a card (only cards provided by ECPTOTE are acceptable) at a local law enforcement agency and must then submit the card directly to MorphoTrust USA to be digitally scanned and processed.

**FINGERPRINT CARDS MUST BE REQUESTED (INSTRUCTIONS BELOW)
FINGERPRINT CARDS SENT TO ECPTOTE WILL BE RETURNED**

See <http://www.l1enrollment.com/state/forms/tx/5320cf746ada0.pdf> for detailed Texas Card Scan Processing Procedures.

1) Request fingerprint cards by contacting amy@ptot.texas.gov if you are an applicant or licensee by providing the following information **ONLY**:

- Subject line:
 - Fingerprint Card Request
- Body:
 - Full name;
 - License/Applicant type: PT / PTA / OT / OTA;
 - License/Applicant number;
 - Address.

- **Do not submit questions in this email.**

Note: You will receive confirmation that the request was received. The fingerprint cards and the *FAST Fingerprint Pass* document will be mailed out within 5 business days via USPS. You will receive (2) cards; only (1) card is necessary. If your address has changed, it will **NOT** be updated by submitting the request for fingerprint cards. You must update your address online at: https://www.ptot.texas.gov/forms/public/change_contact_info.

2) Pre-enroll with MorphoTrust USA to submit fingerprint cards provided by ECPTOTE.

- Internet based pre-enrollment is the quickest and most convenient way to submit fingerprint cards.
 - You may begin the process now by simply clicking on this link: <https://uenroll.IdentoGO.com>;
 - Enter the service code **11HY44**;
 - Select **Submit a Fingerprint Card by Mail**;
 - Complete all required fields on the following page;
 - On the next screen, select **Pay for Ink Card Submission** and complete all required fields on the following page;

If you have any questions during this process, please contact IdentoGO at (855) 845-7434.

- Complete payment screen;
 - Print the confirmation document containing a bar code and complete by signing the waiver and filling in contact information;
 - Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation document.
- If you prefer to pre-enroll over the telephone, you must:
- First have the TX Fingerprint Service Code form: [TX Fingerprint Service Code Form](#);
 - Call **(888) 467-2080**;
 - Please have the TX Fingerprint Service Code form before you call –MorphoTrust will prompt you for the Service Code (**11HY44**) on the form;
 - Inform the MorphoTrust representative that you wish to pre-enroll for a **hard card submission**;
 - Once payment is complete a summary confirmation document will be emailed to you;
 - Print the confirmation document and complete by signing the waiver and filling in contact information;
 - Once you have obtained your fingerprint cards by ECPTOTE, follow mail-in directions on the confirmation page.

3) Obtain a copy of your fingerprints by a criminal law enforcement agency on the fingerprint card provided by ECPTOTE. ALL requested information must be provided on the fingerprint card. You and the official taking the fingerprints must sign the card.

- **Only cards provided by ECPTOTE are acceptable.**

Note: It is suggested you call the criminal law enforcement agency first as not all agencies perform fingerprinting services

4) All fingerprints **MUST** be captured by a law enforcement agency.

Note: Rolled ink fingerprints may only be taken at a law enforcement agency by an employee of that agency. The fee for this service will vary by law enforcement agency. The fee must be paid to the law enforcement agency and is in addition to the cost of processing your fingerprints.

5) Once you have obtained your fingerprint cards, follow the mail-in directions found on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.

6) Wait for a receipt from MorphoTrust USA.

- You may check status on your submission by clicking on this link: <https://uenroll.IdentoGO.com>;
- Enter the service code **11HY44**;
- Select **Check Status**.

If you have any questions during this process, please contact IdentoGO at (855) 845-7434.

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

Cost of fingerprinting:

As of 06/01/2018, the fee for fingerprinting is \$37.00. This fee includes the fingerprint vendor processing fee, DPS processing fee, and FBI processing fee.

- On 01/01/2019, the fee will increase to \$38.25