



Texas Department of Insurance State Fire Marshal's Office

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IN-STATE PROCEDURES FOR CRIMINAL BACKGROUND CHECK THROUGH Identogo

Effective 7/1/2016, the State Fire Marshal's Office (SFMO) licensing application process has changed. All new and renewal applicants must submit a fingerprint-based state and FBI Criminal History background check as part of the application process.

The Texas Department of Public Safety (TXDPS) has entered into an exclusive contract with MorphoTrust USA to provide statewide electronic fingerprinting through DPS Fingerprint Applicant Services of Texas (FAST) locations operated by Identogo. Please follow the instructions given below in order to complete the processing of your license application.

All license applications, apprentice permit applications and renewals of active licenses will require a criminal history record check to be done at the applicant's or licensee's expense. The cost of this service is \$37.00.

The following information will assist you in completing the fingerprinting process:

1. Log onto the Identogo website at <https://uenroll.identogo.com/#/>.
2. Enter the **SFMO SERVICE CODE 11H3FV**.
3. Click on **SCHEDULE OR MANAGE APPOINTMENT**.
4. Complete the series of personal data questions (several screens).
5. Choose an Identogo location and schedule your date and time
6. The last screen will give you the location address, date, time of your appointment and remind you of the required documents to bring to your scheduled appointment.
7. **MAIL License or Renewal Application to the SFMO, include a copy of your receipt/confirmation from Identogo.**

Once the fingerprints have been received by Identogo, your fingerprint process begins.

NOTE: RESULTS WILL BE SENT ELECTRONICALLY TO THE SFMO.

Go to Identogo's website and click on **CHECK THE STATUS OF YOUR SERVICE** to follow your fingerprint process.

Identogo contact information:
www.identogo.com (click on Texas)
MorphoTrust USA
Attn: Texas Card Scan Processing
3051 Hollis Drive, Ste 310
Springfield, IL 62704
Contact - 1-888-467-2080