



## Texas Department of Insurance State Fire Marshal's Office

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### OUT-OF-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 license 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. Obtain a complete, legible set of your fingerprints on an approved FBI fingerprint card from a local law enforcement agency. The cost for obtaining an ink card may vary and is not included in the Texas Background fee.
2. Once you have your fingerprints taken and have completed the fingerprint card, go to <https://uenroll.identogo.com/#/> or [www.identogo.com](http://www.identogo.com) (click on TEXAS).
3. Enter the **SFMO SERVICE CODE 11H3FV**.
4. Click on **SUBMIT A FINGERPRINT CARD BY MAIL**.
5. Complete the series of personal data questions (several screens).
6. Enter your payment information and click on SUBMIT.
7. The last screen will be the **WAIVER**.

You must **print, sign and mail** the **WAIVER** with your fingerprints to **Identogo/MorphoTrust USA** (MorphoTrust USA address will be on the waiver).

**\*\*\*DO NOT MAIL WAIVER OR FINGERPRINTS TO THE SFMO, THIS WILL DELAY PROCESSING YOUR LICENSE\*\*\***

8. **MAIL License or Renewal Application to the SFMO, include a copy of your waiver/confirmation from Identogo.**

Once the fingerprints have been received by Identogo, your fingerprint process begins. 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](http://www.identogo.com) (click on Texas)  
MorphoTrust USA  
Attn: Texas Card Scan  
3051 Hollis Drive, Ste 310  
Springfield, IL 62704  
Contact -1-888-467-2080