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## Texas State Board of Examiners of Psychologists

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### PLUS System Application Materials for Provisionally Licensed Psychologists and Licensed Psychologists

*You will need to review or submit each of the following items when applying for licensure through the PLUS System.*

- Checklists for Provisionally Licensed and Fully Licensed Psychologists
- PLUS General Application for Licensure
- Checklist for Exemption of Post-doctoral Fellowship Under Board Rule 461.10(c)
- Process for Becoming Licensed as a Psychologist
- Instructions to Applicants for Obtaining Fingerprint Criminal Record Checks
- FAST Fingerprint Pass Form – For use by In-State Applicants Only\*
- FAST Fingerprint Pass Form – For use by Out-of-State Applicants\*
- Fee Schedule\*

\*Items denoted with asterisks must be downloaded from the Board's website at [www.tsbep.texas.gov/form-bank](http://www.tsbep.texas.gov/form-bank), or obtained directly from the Board.

#### PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE SUBMITTING YOUR APPLICATION.

##### Some information which may be helpful:

- A. In accordance with Board rule [463.2](#), upon submission of an application, applicants have ninety (90) days to submit all required information. Applications for which all required information is not submitted will become void. Applicants then wishing to continue the licensure process must submit a new application and fee to the Board. The ninety day time period will be strictly enforced. **The ninety day submission period will begin to run for those applicants applying through the PLUS System once this application is received by the Board.**
- B. The responsibility of ensuring that all required information has been submitted resides exclusively with the applicant.
- C. An applicant for licensure may not apply to sit for or submit examination fees for the Board's written examinations until he or she has been approved by the Board. Once an applicant has been approved to sit for the Board's written examinations, he or she will receive official notification from the Board containing instructions on how to apply for each examination.

## **Checklist for Provisionally Licensed Psychologist**

- I.** To ensure that your application is processed efficiently, please make sure you have read or completed each of the following items before submitting your application.
  - A.** PLUS System - General Application for Licensure and application fee of \$340
  - B.** Instructions to Applicants for Obtaining Fingerprint Criminal Record Checks
- II.** Please make your check or money order payable to “TSBEP.” *Please note there will be an additional \$75 fee payable to the ASPPB for use of the PLUS System. This fee must be submitted directly to ASPPB. ASPPB will provide information regarding the submission of the fee once your application has been sent to them.*
- III.** Applicants that hold the HSP, CPQ, or ABPP board certification are asked to read Board rule [463.10\(c\)](#) for information about waived requirements.

## **Checklist for Licensed Psychologist**

- I.** To ensure that your application is processed efficiently as possible, please check to make sure you have all the following documents (if applicable) before submitting the application.
  - A.** PLUS System - General Application for Licensure and application fee of \$180
- II.** Please make your check or money order payable to “TSBEP.” *Please note there will be an additional \$75 fee payable to the ASPPB for use of the PLUS System. This fee must be submitted directly to ASPPB. ASPPB will provide information regarding the submission of the fee once your application has been sent to them.*

**TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS**

333 Guadalupe, Suite 2-450 • Austin, Texas 78701 • 512.305.7700

**GENERAL APPLICATION FOR LICENSURE**

The Texas State Board of Examiners of Psychologists (TSBEP) is partnering with the Association of State and Provincial Psychology Boards (ASPPB) to create a Universal Application for licensure in psychology. This application will be retained in the ASPPB databank for future use as applicants wish to become licensed in other states or provinces. Once this form and application fee has been received by TSBEP, the applicant’s information will be provided to ASPPB for further processing of the full on-line application. ASPPB will contact the applicant to obtain additional application information.

**TYPE OF LICENSURE APPLYING FOR:**

**(Mark your selection by checking the appropriate box)**

**Licensed Psychologist:  463.11**

**Provisionally Licensed Psychologist:  463.10(b)(1)  463.10(b)(2)  463.10(c)**

**APPLICATION FEES\***

**Licensed Psychologist (Independent Practice) \$180**

**Provisionally Licensed Psychologist (Supervision Required) \$340**

*\* Please make all payments payable to: Texas State Board of Examiners of Psychologists (TSBEP)*

**Identifying Information** (Type or print clearly)

Full Name (last, first, middle) \_\_\_\_\_

Doctoral Degree \_\_\_\_\_ Major \_\_\_\_\_ Date Conferred \_\_\_\_\_ University \_\_\_\_\_

Was your doctoral program APA accredited at the time your degree was conferred? Y \_\_\_\_\_ N \_\_\_\_\_

Did you receive your doctoral degree from a regionally accredited institution of higher education<sup>1</sup>? Y \_\_\_\_\_ N \_\_\_\_\_

Was your doctoral training in the field of industrial/organizational psychology? Y \_\_\_\_\_ N \_\_\_\_\_

PLP license no. \_\_\_\_\_ LPA license no. \_\_\_\_\_ LSSP license no. \_\_\_\_\_

Names or aliases previously used: \_\_\_\_\_

SSN \_\_\_\_\_ Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_ Are you a U.S. citizen? \_\_\_\_\_

***Pursuant to 8 U.S.C.S. §§1621 and 1625, you are required to submit proof of legal presence in the U.S. when applying for professional licensure. Please enclose acceptable documentation from either List A or B set forth herein below.***

Mailing address<sup>2</sup> \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Telephone (\_\_\_\_) \_\_\_\_\_ Alternate Telephone(\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Do you have a disability or impairment recognized under the Americans with Disabilities Act (ADA) which will necessitate special accommodations during the administration of any examinations?  Yes  No

If so, please attach a description of your condition and the special accommodations requested, as well as a physician’s certification of your condition.

<sup>1</sup> Please review Board Rule 463.6 to determine what qualifies as a regionally accredited institution. If you received your degree from a foreign institution of higher education, you must comply with Board Rule 463.25 before beginning the application process.

<sup>2</sup> Please be aware that the address entered will be subject to disclosure under Ch. 552 of the Texas Government Code, more commonly referred to as the Public Information Act.

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**GENERAL APPLICATION FOR LICENSURE**

**Applicant Criminal History**

Excluding minor traffic violations, have you ever been convicted, sentenced, or placed on community supervision or pretrial diversion for any crime? \_\_\_ Yes \_\_\_ No. *If you answered YES, please submit a written explanation, along with copies of relevant documentation including the charging instrument (i.e. information and complaint, or indictment), judgment, order of deferred adjudication or other dispositive order, any agreements concerning deferred disposition, and a copy of the terms and conditions of any probation or community supervision ordered. You also need to provide evidence of payment of any costs, restitution, and fines assessed against you.*

**Other Licensure and Current Practice of Psychology**

Do you hold any other licenses? \_\_\_\_\_ In which jurisdiction(s)? \_\_\_\_\_

Do you hold any of the following certifications:  Health Service Psychologist – National Register (HSP)

Certificate of Professional Qualification in Psychology (CPQ)  ABPP board certification.

Are you presently providing psychological services in Texas?  Yes  No. If so, are you:

Currently licensed by this Board? If so, state type of license and license number \_\_\_\_\_

Providing services in an exempt setting as defined in Section 501.004 of the Psychologists’ Licensing Act<sup>3</sup>. If so, please attach a description of the setting and services being provided sufficient for agency staff to determine whether the setting and services fall within the scope of Section 501.004.

Providing services as a post-doctoral fellow or resident in a formal post-doctoral program meeting the requirements of Board rule 461.10(c). If so, please attach a description of the setting and services being provided sufficient for agency staff to determine whether the setting and services fall within the scope of Board rule 461.10(c). When providing a description for an exemption under Board rule 461.10, you must also submit the form entitled *Checklist for Exemption of Post-doctoral Fellowship Under Board Rule 461.10(c)*. Failure to do so may delay the processing of your application or may result in your application expiring or being denied.

**Personal Acknowledgment**

I acknowledge that the information contained in this application is true and correct. I further acknowledge that pursuant to Board Rule 463.2, the responsibility of ensuring that an application for licensure is complete resides with the applicant, and that an incomplete application remains active for 90 days following receipt of this form by the Board, after which it will go void.

In making this application to the Texas State Board of Examiners of Psychologists for the issuance of a license, I agree to abide by the rules and regulations of the Texas State Board of Examiners of Psychologists and to take all examinations necessary for the processing of my application. I further agree that the fee submitted with this application is NON-REFUNDABLE and that ASPPB may charge a separate non-refundable fee for utilizing PLUS.

I hereby grant the Board and its agents permission to seek any information or references they deem appropriate when processing my application for licensure.

I further agree that if issued a license, it shall remain the property of the Texas State Board of Examiners of Psychologists and must be returned if suspended, revoked, voided or I resign or go on inactive status.

<sup>3</sup> A public school is not an exempt setting.

**TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS**

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**GENERAL APPLICATION FOR LICENSURE**

I have read and understand the Psychologists' Licensing Act and Board rules as they apply to me, and agree to abide by same.

I understand that the Public Information Act is enforced as required by State law.

Warning: Pursuant to Tex. Educ. Code Ann. §57.491, a license issued by this Board may not be renewed if the licensee is in default of either a loan guaranteed by the Texas Guaranteed Student Loan Corporation or a repayment agreement.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**This form and application fee MUST be completed in full and returned to:**

Texas State Board of Examiners of Psychologists ♦ 333 Guadalupe, Suite 2-450 ♦ Austin, Texas 78701

**TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS**  
333 Guadalupe, Suite 2-450 • Austin, Texas 78701 • 512.305.7700

**GENERAL APPLICATION FOR LICENSURE**

**LIST A**

**ACCEPTABLE DOCUMENTS TO ESTABLISH U.S. CITIZENSHIP**

A person who is a citizen of the United States as evidenced by one of the following:

1. A copy of a birth certificate issued in or by a city, county, state, or other governmental entity within the United States or its outlying possessions.
2. A U.S. Certificate of Birth Abroad (FS-545, DS-135) or a Report of Birth Abroad of a U.S. Citizen (FS-240).
3. A birth certificate or passport issued from:
  - A. Puerto Rico, on or after January 13, 1941;
  - B. Guam, on or after April 10, 1898;
  - C. U.S. Virgin Islands, on or after February 25, 1927;
  - D. Northern Mariana Islands, after November 4, 1986;
  - E. American Samoa;
  - F. Swain's Island; or
  - G. District of Columbia.
4. A U.S. passport (expired or unexpired).
5. Certificate of Naturalization (N-550, N-57, N-578).
6. Certificate of Citizenship (N-560, N-561, N-645).
7. U.S. Citizen Identification Card (I-179, I-197).
8. An individual Fee Register Receipt (Form G-711) that shows that the person has filed an application for a New Naturalization or Citizenship Paper (Form N-565).
9. Any other document which establishes a U.S. place of birth or indicates U.S. citizenship.
10. Copy of social security card.

**LIST B**

**ACCEPTABLE DOCUMENTS TO ESTABLISH LEGAL PRESENCE**

An alien or nonimmigrant applying for professional licensure must submit supporting documentation to establish legal presence under one of the following categories:


1. An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA). Evidence includes:
  - INS Form I-551 (Alien Registration Receipt Card commonly known as a "green card"); or
  - Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94.
2. An alien who is granted asylum under Section 208 of the INA. Evidence includes:
  - INS Form I-94 annotated with stamp showing grant of asylum under Section 208 of the INA;
  - INS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)";
  - INS Form I-766 (Employment Authorization Document) annotated "A5";
  - Grant Letter from the Asylum Office of INS; or
  - Order of an immigration judge granting asylum.
3. A refugee admitted to the United States under Section 207 of the INA. Evidence includes:
  - INS Form I-94 annotated with stamp showing admission under Section 207 of the INA;
  - INS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)";
  - INS Form I-766 (Employment Authorization Document) annotated "A3"; or
  - INS Form I-571 (Refugee Travel Document).
4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA. Evidence includes:
  - INS Form I-94 with stamp showing admission for at least one year under Section 212(d)(5) of the INA.
5. An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect immediately prior to September 30, 1996) or Section 241(b)(3) of such Act (as amended by Section 305(a) of Division C of Public Law 104-208). Evidence includes:
  - INS Form I-668B (Employment Authorization Card) annotated "274a.12(a)(10)";
  - INS Form I-766 (Employment Authorization Document) annotated "A10"; or
  - Order from an immigration judge showing deportation withheld under Section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under Section 241(b)(3) of the INA.
6. An alien who is granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980. Evidence includes:
  - INS Form I-94 with stamp showing admission under Section 203(a)(7) of the INA;
  - INS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3); or
  - INS Form I-766 (Employment Authorization Document) annotated "A3".
7. An alien who is a Cuban or Haitian entrant (as defined in Section 501(e) of the Refugee Education Assistance Act of 1980). Evidence includes:
  - INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;

# **TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS**

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## **GENERAL APPLICATION FOR LICENSURE**

- Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with code CU6 or CU7; or
  - INS Form I-94 with stamp showing parole as “Cuban/Haitian Entrant” under Section 212(d)(5) of the INA.
8. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA. Evidence includes:
- INS Form I-94 showing this status.
9. An alien who has been declared a battered alien. Evidence includes:
- INS petition and supporting documentation.

	<p align="center"><b>TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS</b></p> <p align="center">333 Guadalupe, Suite 2-450 Austin, Texas 78701 Tel.: (512) 305-7700 Fax: (512) 305-7701</p>	<p align="center"><u>For Agency Use Only</u></p>
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**CHECKLIST FOR EXEMPTION OF POST-DOCTORAL FELLOWSHIP UNDER BOARD  
RULE 461.10(C)**

Generally speaking, a person may not engage in the practice of psychology, which includes practicing under the supervision of a licensed psychologist while acquiring post-doctoral experience, unless the person is licensed or has been issued trainee status by the Board. See [Section 501.251 of the Psychologists’ Licensing Act](#) and [Board rule 461.10\(a\)](#). However, the activities or service of a post-doctoral fellow or resident are exempt, i.e. do not require a license or trainee status, if certain exemption criteria are met. See [Section 501.004 of the Psychologists’ Licensing Act](#) and [Board rule 461.10\(c\)](#) for a list of these criteria.

Applicants who contend their post-doctoral supervised experience meets the exemption criteria of Board rule 461.10(c), must demonstrate the exempt nature of their activities or services by answering the following questions and providing documentation to substantiate their responses. The failure or inability to do so may render any post-doctoral supervised experience acquired in Texas on or after September 1, 2016 without a license or trainee status, ineligible for consideration when the individual applies for licensure as a psychologist. Furthermore, applicants who cannot demonstrate the exempt nature of their activities or services must immediately stop practicing psychology, regardless of whether they are or have been under the supervision of a licensed psychologist.

Applicants who either held a license or trainee status issued by this agency while obtaining their post-doctoral supervised experience, acquired their post-doctoral supervised experience prior to September 1, 2016 or while meeting an exemption under Section 501.004 of the Act, or who acquired their post-doctoral supervised experience in another jurisdiction **do not** need to submit this form.

Accreditation or Substantial Equivalency of Post-doctoral Fellowship or Residency		
1A.	Was your formal post-doctoral program accredited by the American Psychological Association (APA) or a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) at the time of your enrollment in that program? <i>If so, please provide documentation reflecting the accreditation or membership of your post-doctoral program.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
1B.	If you answered “No” to 1A, was your post-doctoral program <a href="#">substantially similar</a> to an APA accredited or APPIC member program at the time of your enrollment? <i>If so, please provide documentation from the post-doctoral program reflecting substantial equivalency to either an APA accredited or APPIC member program.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Board has determined that each of the following criteria must be met before a formal post-doctoral		



program will be considered substantially similar to an APA accredited or APPIC member program. Please identify each criteria that you believe your post-doctoral program meets by checking the corresponding box, and provide a citation or reference to the document and page where such criteria can be confirmed in any enclosed supporting materials.

<b>Criteria for Substantial Similarity:</b>	<b>Citation or Reference to Supporting Materials:</b>
<input type="checkbox"/> An organized experience with a planned and programmed sequence of supervised training experiences.	
<input type="checkbox"/> A designated psychologist responsible for the program who possesses expertise or competence in the program's area.	
<input type="checkbox"/> Two or more licensed psychologists on staff, at least one designated as supervisor with expertise in area of practice.	
<input type="checkbox"/> A minimum of 2 hours per week of face-to-face supervision.	
<input type="checkbox"/> A minimum of 2 additional hours per week of learning activities.	
<input type="checkbox"/> A minimum of 25% of the fellow's time is spent providing professional psychological services.	
<input type="checkbox"/> Admission requirements that require the applicant to complete all professional degree requirements and a pre-doc internship, which at a minimum meets Board requirements ( <a href="#">See 463.11(d)(2)</a> ).	
<input type="checkbox"/> A requirement that participants use titles such as intern, resident, fellow, or trainee.	
<input type="checkbox"/> Documentation describing the goals, content, organization, entrance requirements, staff, mechanisms for evaluations (minimum 2 per year), and a statement that the program meets Texas' licensure requirements.	
<input type="checkbox"/> At a minimum, an informal due process procedure regarding deficiencies and grievances.	
<input type="checkbox"/> A written requirement for at least 1500 hours to be completed in not less than 9 months and not more than 24 months.	

**Supervision and Title**

2.	Were your activities or services (i.e. psychological services) delivered in connection with the formal post-doctoral program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Were you under the supervision of a licensed psychologist when delivering psychological services in the formal post-doctoral program?	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<i>If so, please identify your primary supervisor, along with his or her license number.</i>	
	Supervisor:	
	License No.:	
4.	What title did you use while enrolled in the formal post-doctoral program?	
	Title Used:	
<b>If you answered “No” to question 1A and 1B, or to question 2 or 3 on this form, your post-doctoral program does not qualify for exemption under Board rule 461.10(c).</b>		

<b>SIGNATURE AND ACKNOWLEDGEMENT</b>	
<p>I acknowledge that the information provided herein is true and correct and that any misrepresentation may constitute a criminal violation under Tex. Penal Code §37.10.</p> <p>I understand that the Public Information Act is enforced as required by state law.</p> <p>I also understand that any failure to follow the instructions set out in this form, including providing clear citations or references to any supporting materials, may delay the processing of my application or may result in my application expiring or being denied.</p>	
<b>Signature:</b>	<b>Date:</b>

## **Process for Becoming Licensed as a Psychologist in the State of Texas**

1. Apply for provisional licensure (Board rule §463.10).
2. After application is approved, take and pass the Examination for the Professional Practice in Psychology (EPPP) and the Board's Jurisprudence Examination. (Board rule §463.14).
3. Provisional Licensure is granted after passing both examinations.
4. When supervised experience requirements have been satisfied, apply for licensure as a psychologist.
5. Upon receipt of a complete application for full licensure, the Board requires approximately six weeks to communicate its decision to you in writing.

Section 501.251 of the Psychologists' Licensing Act states that a person must be licensed to provide psychological services to the public. Prior to licensure, a person may not provide psychological services unless they are specifically exempted by section §501.004 of the Act or practicing pursuant to Board rules 461.10 or 463.9(g). Please see Board Rule §465.2 regarding supervision rules.

### **\*\*WARNING\*\***

**Individuals who did not go through a formal internship during their doctoral program are strongly encouraged to review Board rule 463.11 in its entirety before submitting an application for provisional licensure. Pursuant to that rule, individuals who have not undergone a formal internship as part of their doctoral program, or who took part in an internship that does not meet the Board's internship requirements, are generally not eligible for full licensure as a psychologist. Thus, an individual without a qualifying internship will find himself or herself unable to proceed beyond the provisional licensure stage unless he or she goes on to complete a post-doctoral re-training/re-specialization program. Individuals who fall into this narrow category of applicants can learn more about re-specialization through the American Psychological Association's website or by [clicking here](#).**

**Individuals may also consider applying for licensure as a licensed psychological associate if they do not wish to undertake re-specialization, but still want the ability to practice independently. To learn more about the requirements for independent practice as a licensed psychological associate please review [Board rule 463.8](#).**

## **Instructions to Applicants for Obtaining Fingerprint Criminal Record Checks**

**NOTE:** For those applicants reapplying for licensure, a Texas Department of Public Safety (DPS)/FBI fingerprint criminal history record checks is valid for six (6) months only.

Prospective applicants should wait until they apply before completing their fingerprint criminal history check. The Board is prohibited by state and federal law from accessing an individual's criminal history record information until that individual has applied for licensure. Applicants who obtain their fingerprint criminal history check prior to applying for licensure will be removed from the Board's access queue in the DPS system and may suffer delays in the licensure process as a result thereof. In an effort to ensure criminal history results are available to agency staff when processing an application, applicants are encouraged to wait five business days after mailing or delivering their application to the Board before completing their fingerprint criminal history check.

The Board is not permitted to receive or utilize fingerprint criminal history checks performed for other governmental entities. Thus, an applicant will need to undergo a fingerprint criminal history check, regardless of whether he/she has undergone one recently for another governmental entity. However, applicants who currently hold a license issued by this agency and underwent a fingerprint criminal history record check as part of the licensing process for that license do not need to undergo another check.

### **Texas Residents:**

#### **Process for Obtaining Fingerprint Criminal Record Checks**

Applicants for licensure with the Texas State Board of Examiners of Psychologists (TSBEP) who reside in Texas are required to obtain fingerprint criminal history checks through the FACT Clearinghouse (formerly known as FAST Pass). This is a DPS program that provides electronic capture and submission of your fingerprints, and is the fastest and highest quality option available. Applicants may register for and schedule an appointment for their fingerprint criminal record check by downloading the in-state *Texas Fingerprint Service Code Form (FAST Fingerprint Pass Form)* from the Board's website.

### **Non-Resident or Foreign Applicants:**

#### **Process for Obtaining Fingerprint Criminal Record Checks**

Applicants for licensure with the Texas State Board of Examiners of Psychologists (TSBEP) who do not reside in Texas are required to obtain fingerprint criminal history checks for licensure.

Non-resident or foreign applicants may submit a written request for the out-of-state applicant fingerprint criminal record check packet, or download the out-of-state *Texas Fingerprint Service Code Form (FAST Fingerprint Pass Form)* from the Board's website and follow the accompanying instructions. Email requests for applicant fingerprint packets should be directed

to [Open.Records@tsbep.texas.gov](mailto:Open.Records@tsbep.texas.gov). When requesting an out-of-state applicant fingerprint criminal record check packet, please be sure to include a mailing address. There is no charge for this fingerprint packet. The packet will include the *Texas Fingerprint Service Code Form (FAST Fingerprint Pass Form)*, an instruction sheet about the process, and a fingerprint card to obtain the manual fingerprints.

Applicants electing to download the out-of-state *Texas Fingerprint Service Code Form (FAST Fingerprint Pass Form)* may submit a written request for an official FBI fingerprint card to the Board, or obtain an official FBI fingerprint card from any amenable law enforcement agency. If an applicant obtains an official FBI fingerprint card from any source other than the Board, it is critical that the applicant print or type the correct ORI number (TX922240Z) on the form in the box labeled "ORI." Failure to do so will delay the licensure process and require the applicant to submit to another fingerprint criminal history background check. It is the applicant's responsibility to ensure the correct ORI number is utilized and that it is legible.

Once an applicant is pre-enrolled with the vendor, he or she must take the official FBI fingerprint card to a law enforcement agency in the applicant's state or country to have his or her fingerprints taken. Applicants should be prepared to pay a fee for having their fingerprints taken, as some agencies do charge a fee. The fingerprints must be taken by an appropriately trained law enforcement official. The fingerprint card must also be signed by a law enforcement official in the appropriate block. Please follow the directions on the card and provide all information requested except for the following: Your No.; FBI No.; Armed Forces No.; Miscellaneous No.; or Reason Fingerprinted.

After your fingerprints have been taken, please follow the mailing instructions set forth in the confirmation document provided to you upon completion of your pre-enrollment with MorphoTrust USA. The vendor will forward your digitized fingerprints to DPS.