



Criminal History Record Check (CHRC)

Reference Codes & Numbers

Take note of the codes and numbers below as they are needed when submitting prints to Identigo.

NOTICE: Using the correct Service Code, ORI, and Applicant Number are required for the Board to receive your CHRC results.

*The agency **does not** use or have an Authorization Code (Coupon Code) to use for payment.*

- Service Code: **11G66B**
- ORI: **TX923654Z**
- Applicant Number: **Unique for each applicant**

How to get your Applicant Number

PE Applicants: PE-A#####

If you submitted a PE application online, then you will find your applicant number on the Application Overview page.

[View Your Online Application](#)

If you submitted a paper application via mail, you can get your Applicant Number by using our application status page.

[Check the Status of Your Paper Application](#)

PE Licensee: PE-P#####

Current PE Licensees can request their Applicant Number via email: licensing@pels.texas.gov

RPLS Applicants: LS-A#####

Please check your email. If you have submitted an RPLS application and have not received an email containing your Applicant Number, then please contact us at: licensing@pels.texas.gov.

RPLS Licensee: LS-R#####

Current RPLS Licensees should have received their Applicant Number via email. If you did not receive one, please send us a request at licensing@pels.texas.gov.

Electronic Fingerprinting

Please note that the process is different for FD-258 ink card submissions via mail.


1. Schedule a fingerprint appointment

To be electronically fingerprinted by Identigo at one of their enrollment centers, you must pre-enroll through their website or over the phone. During this process, you will be prompted for some personal info and your Applicant Number. There will be a fee assessed which will be paid directly to the vendor during the registration.

The agency **does not** use or have an Authorization Code (Coupon Code) to use for payment.

[Electronic Fingerprints: Schedule Online](#)

-or-

: 1-888-467-2080

2. Arrive at your scheduled appointment to have fingerprints taken

Go to the IdentoGO location selected during pre-enrollment. Please retain any receipts as proof of fingerprinting.

[FD-258 Fingerprint Ink Card](#)

Applicants that do NOT reside near an IdentoGO Enrollment Center can complete their CHRC by submitting an FD-258 ink card via mail.

1. Register with IdentoGO


Complete the required pre-enrollment before mailing your ink card. A fee will be assessed during the enrollment process.

The agency **does not** use or have an Authorization Code (Coupon Code) to use for payment.

Please note: IdentoGO will provide additional tracking documents required to process your fingerprints.

[FD-258 Online Pre-enrollment](#)

-or-

: 1-888-467-2080

2. Have Fingerprints Taken

All fingerprints MUST be captured by a law enforcement agency or qualified entity on an FBI FD-258 Fingerprint Card. Note, there may be an additional fee for this service. If your law enforcement agency does not have the FD-258 card available, contact us at: Licensing@pels.texas.gov or 512-440-7723 to have a card mailed.

You and the official taking the fingerprints must sign the card.

Originating Agency Identifier (ORI: TX923654Z)

The FBI FD-258 Fingerprint Card must include the Originating Agency Identifier (ORI) code for TBPELS.

[Sample FD-258](#)

Valid ID

The applicant must provide a valid photo ID, which may be: State Issued Driver's license, US Passport, US Citizenship Certificate, or US Military ID.

3. Mail the Fingerprint Card

Mail the card (FD-258) to IdentoGO along with any tracking documents they provided. **Do NOT mail your fingerprint card to the PELS office. IdentoGO will provide you with their processing center mailing address once you register with them.** Please follow their mailing and tracking instructions when sending your prints.