



## Criminal History Record Check (CHRC)

### Reference Codes & Numbers

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Please take note of the codes and numbers below as they are needed when submitting prints to Identogo.

*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

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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](mailto: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](mailto: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](mailto:licensing@pels.texas.gov).

### Electronic Fingerprinting

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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 Identogo 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

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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](mailto: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 without registering with IdentoGO first. Do NOT mail your fingerprint card to the Texas Board Office. We highly recommend that you use a mailing carrier with tracking and a receipt of confirmation for your records.

**IDENTOGO CARDS CAN DEPARTMENT**  
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**FRANKLIN, TN 37067-9929**