

Date Received	<b>Texas Commission on Fire Protection Fire Service Standards &amp; Certification Division</b>  P.O. Box 2286, Austin, Texas 78768-2286 (512) 936-3838      FAX (512) 936-3808	Date Approved
		Approved By
		<b>Notice of Conviction</b>

A certificate holder, fire department or local government regulated by the commission shall report to the commission, any known conviction, other than minor traffic offense (Class C misdemeanor) under the laws of this state, another state, the United States, or foreign country, within fourteen days of the conviction.

**IMPORTANT: Fingerprint data must be submitted as part of this notification. See instructions regarding how and where to submit fingerprint data.**

FDID No.	Department Name	Dept. Phone Number

Social Security No.	Last Name	Suffix	First Name	Middle Name or Initial
Home Address		City	State	Zip Code

Offense Conviction(s)	Sentence(s)		
Court(s)	Court Location(s)	Cause Number(s)	

Mitigating Factors (Include any information to be considered by the Commission regarding action to be taken.) Attach additional sheets if necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (If not Individual)

\_\_\_\_\_  
Date

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Agency Use	

**Purpose:** This form is to be completed and submitted to the Texas Commission on Fire Protection within **fourteen (14) days** of the date of final conviction, revocation of probation, revocation of parole, or revocation of mandatory supervision for any felony offense or any misdemeanor which are punishable by a fine greater than \$200.00, or imprisonment, or both fine and imprisonment, of any person holding any license or certification issued by this agency.

**\*\*\*\*\*DO NOT SUBMIT INSTRUCTIONS WITH APPLICATION\*\*\*\*\***

**Required Criminal History Checks**

Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their IdentoGo enrollment centers.

- Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
    - a. **You may begin the process now by simply clicking on this link:**  
<https://uenroll.identogo.com/servicecode/11G69S>
    - b. Provide all required pre-enrollment data and select a convenient date and time for your appointment
  - If you prefer to schedule over the telephone, you must:
    - a. Have your Service Code ready (**11G69S**), then call **888.467.2080**;
    - b. MorphoTrust will prompt you for the Service Code (**11G69S**);
    - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
2. Arrive at your scheduled appointment with your photo identification and fee
- If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety’s acceptable document types here:  
<http://www.txdps.gov/state/forms/tx/55fc619a7f7aa.doc>
  - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
  - **Please note that personal checks and cash are not accepted.**
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an IdentoGo receipt stating that you were fingerprinted.
- Do not throw away the receipt;
  - You may check status on your submission by clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G69S> and then click “**Check Status**”

*IMPORTANT NOTE: Criminal history information based upon submitted fingerprints is only available to the Commission for a limited time. Therefore, submission of your Application for Certification to the Commission should be coordinated with a fingerprint submission.*