

# Background Check Instructions for Boarding Home Employees & Volunteers

All employees and volunteers of permitted boarding homes are required to complete a background check through the Texas Department of Public Safety (DPS). Employers must review and file the results in accordance with local ordinance requirements.




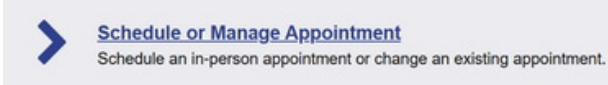
**YOU ARE RESPONSIBLE FOR THE COST AND SCHEDULING.**

Email completed reports to: [BHLEU@ArlingtonTX.gov](mailto:BHLEU@ArlingtonTX.gov)

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## TEXAS DPS FINGERPRINTING SERVICES

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1. Direct employee(s) to <https://www.dps.texas.gov/section/crime-records>
2. Select 
3. Select Texas Scheduling - this will direct you to 
4. Scroll Down, select **FBI History Check** 
5. Select  [Schedule or Manage Appointment](#)  
Schedule an in-person appointment or change an existing appointment.
6. Complete all required sections (Essential Info, Citizenship, Personal Info, etc.)
7. Select **“Personal Review”** on Reason for Requesting FBI Identity History Check
8. Do not enter authorization code
9. Schedule an appointment, bring a valid government-issued ID
10. Pay fee and complete fingerprinting
11. Request a copy of your results to be sent to employer
12. Please review background check and ensure that it follows ordinance **Section 5.06**
13. Background checks for employees and volunteers must be kept on file at the boarding home and provided upon request to city staff

**Note: False or misleading information will result in automatic denial of your application.**

If you have any questions, please email: [Aimee.Rockhill-Carpenter@ArlingtonTx.gov](mailto:Aimee.Rockhill-Carpenter@ArlingtonTx.gov)

