



# APPLICATION TO REQUEST EVALUATION OF CRIMINAL HISTORY

## Texas Board of Chiropractic Examiners

333 Guadalupe Street  
Tower 3, Suite 825  
Austin, TX 78701  
Phone: (512) 305-6700  
Website: www.tbce.state.tx.us

### INSTRUCTIONS

- If you can answer “**NO**” to **ALL** of the questions asked in the Criminal History section of this application you **DO NOT** need to complete this application.
- This application should be submitted to determine if your criminal history will allow you to be eligible for licensure as a chiropractor in Texas.
- If you can answer “**YES**” to **ANY** question asked in the Criminal History section of this application:
  - Mail this application to the Board at the address listed above.
  - Send your non-refundable **\$150** cashier’s check or money order made payable to the Texas Board of Chiropractic Examiners.
- Incomplete application packages will be returned to the applicant.
- Texas law allows the agency 90 days to evaluate your materials. However, you will receive a response as quickly as possible.

---

### DISCLOSURE OF CRIMINAL HISTORY OR DISCIPLINARY ACTIONS

- The Board has determined that criminal behavior is highly relevant to an individual’s fitness to practice chiropractic. Therefore, all criminal convictions or deferred orders, prosecution, or adjudication (a determination by a court that is withheld or delayed for a specific time period) must be reported to the Board.
- This includes offenses under the law of another state, federal law, or the Uniform Code of Military Justice that contains elements of criminal conduct. Submit a signed and dated personal letter of explanation describing each offense and any rehabilitative efforts that have been performed since the order. In addition, submit certified copies of the following documentation for all felonies and for all misdemeanors:
  1. Charges (indictment, information, or complaint);
  2. Disposition of charges (Judgment, Order of Probation, Sentence, and/or Deferred orders); and
  3. Evidence that the conditions of the court have been met.

---

### CHECKLIST

Use this checklist to ensure you submit a complete application package.

- \_\_\_\_\_ Have you provided your Full Name, Address, Phone Number, Social Security Number and Date of Birth?
- \_\_\_\_\_ Have you indicated whether you are seeking an evaluation for eligibility as a chiropractor?
- \_\_\_\_\_ Have you prepared and signed a personal letter, addressed to the Board, explaining the details of each offense? (Please be advised that if you withhold the details of any criminal history your application for licensure or registration will not be approved.)
- \_\_\_\_\_ Are you submitting certified copies of all applicable court documents including, but not limited to, indictments, orders of deferred adjudication, judgments, probation records, and evidence of completion of probation.
- \_\_\_\_\_ Have you enclosed the non-refundable fee of \$150 (cashier’s check or money order) made payable to the Texas Board of Chiropractic Examiners?

---

### FREQUENTLY ASKED QUESTIONS

**If I do not have a criminal history do I need to complete this application?** No. (You may exclude Class C Misdemeanor traffic violations)

**What does “Certified” mean?** Each page of every document submitted must be stamped with the court seal and certified by the court clerk as being a true and original copy of the court record. Copies or non-certified documents will not be accepted.

**How do I get my copy of court documents certified?** Contact the county clerk where your case was adjudicated and ask for instructions on how to obtain a copy of your record(s). Allow time for response to your request as some records go through a search and approval procedure before being released.

**My lawyer has all the documents. Can I get them from her/him?** Contact your attorney for assistance. Copies will still need to be certified by the court clerk as being true and original copies.

**I don’t know the outcome of my criminal matter. Who do I talk to?** Consult your attorney if you have questions regarding the outcome of any criminal matter.

**Where can I obtain a copy of my criminal history?** A criminal history can be obtained from the Texas Department of Public Safety.

**What Law applies to the Consequences of a Criminal Conviction?** Texas Occupations Code Chapter 53 (Consequences of a Criminal Conviction) and Texas Occupations Code Chapter 201.



# APPLICATION TO REQUEST EVALUATION OF CRIMINAL HISTORY

**Texas Board of Chiropractic Examiners**

333 Guadalupe Street, Tower 3, Suite 825

Austin, TX 78701

Phone: (512) 305-6700

Website: www.tbce.state.tx.us

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Previous Names: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**I acknowledge this request for evaluation of my criminal history to determine if I will be eligible to practice chiropractic in Texas**

Yes

## **CRIMINAL HISTORY**

**If you answer "YES" to ANY of the questions listed below** you must provide a signed and dated personal letter describing each offense and submit **certified** copies of all applicable court documents including, but not limited to, indictments, orders of deferred adjudication, judgments, probation records, and evidence of completion of probation. **(Note: You may exclude Class C Misdemeanor traffic violations)**

If you were ever required to register as a sex offender, you must answer "YES".

**If you answer "NO" to ALL of the questions listed below do NOT** complete this application.

### **For any criminal offense, including those pending appeal, have you:**

- Yes  No A. been convicted of a misdemeanor? B. been convicted of a felony?
- Yes  No C. pled nolo contendere, no contest, or guilty to a felony or misdemeanor? D. received deferred adjudication for a felony or misdemeanor?
- Yes  No E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty? F. been sentenced to serve jail time or prison time or court-ordered confinement?
- Yes  No G. been granted pre-trial diversion?
- Yes  No H. been arrested or have any pending criminal charges? I. been cited or charged with any violation of the law?
- Yes  No J. been subject of a court-martial; Article 15 violation; or received any form of military judgment, punishment or action?

**NOTE: EXPUNGED AND SEALED OFFENSES:** While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

**NOTE: ORDERS OF NON-DISCLOSURE:** Pursuant to Texas Government Code §552.142(b), if you have criminal matters that are subject to an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is subject of an order of non-disclosure may become a character and fitness issue. Under Texas Government Code Chapter 411, the Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

## **ATTESTATION**

I, the Petitioner referred in this application, acknowledge this document is a legal document and I attest that the statements herein contained are true in every respect. I understand that no one else may submit this form on my behalf and that I am accountable and responsible for the accuracy of any answer or statement on this form.

Further, I understand that it is a violation of Texas Penal Code §37.10, to submit a false statement to a government agency; and

I consent to release of confidential information to the Texas Board of Chiropractic Examiners and further authorize the Board to use and to release said information as needed for the evaluation and disposition of my application.

I understand that if I have any questions regarding this affidavit I should contact an attorney or the appropriate professional health provider. I will immediately notify the Board if at any time after signing this affidavit I no longer meet the eligibility requirements.

Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

G613) The general process for electronic fingerprinting is:

1. 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/11G613>
    - 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 (11G613), then call 888.467.2080;
    - b. MorphoTrust will prompt you for the Service Code (11G613);
    - 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.tl1enrollment.com/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/11\\_0613](https://uenroll.identogo.com/servicecode/11_0613) and then;
  - Click "Check Status"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation.



# IdentoGO

By MorphoTrust USA

Texas Board of Chiropractic Examiners

Texas Fingerprint Service Code Form

**Service Name: Tx Board of Chiropractic Examiners**

To Schedule your ten-minute fingerprint appointment, simply visit

**<https://uenroll.identogo.com>** and enter the following Service Code

11G613

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

**Background Check Waiver**

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Don't have access to the internet? You can still schedule an appointment by calling 888.467.2080

## Exception to Electronic Fingerprinting - Fingerprint Cards:

When electronic fingerprinting is not available (out of state applicants), the following process must be followed to submit ink fingerprint cards.

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.

Internet based pre-enrollment is the quickest and most convenient way to submit fingerprint cards.

- a. You may begin the process now by simply clicking on this link:  
<https://uenroll.identogo.com/servicecode/11G613> then;
- b. Click "Schedule an Appointment";
- c. On the next screen, click the "Pay for Ink Card Submission" button and complete all required fields on the following page;
- d. Complete payment screen;
- e. Print the confirmation document containing a bar code and **complete by signing the waiver and filling in contact information;**
- f. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation document.

If you prefer to pre-enroll over the telephone, you must:

- a. First download the TX Fingerprint Service Code form here:  
[\[https://uenroll.identogo.com/servicecode/11G613\]](https://uenroll.identogo.com/servicecode/11G613);
- b. Then call 888.467.2080
- c. Please have the TX Fingerprint Service Code form before you call - MorphoTrust will prompt you for the Service Code (**11G613**) on the form;
- d. Inform the Morpho Trust representative that you wish to pre-enroll for a "hard card submission";
- e. Once payment is complete a summary confirmation document will be emailed to you;
- f. Print the confirmation document and complete by signing the waiver and filling in contact information;
- g. Obtain a copy of your fingerprints by a **criminal law enforcement agency** on an original FBI APPLICANT fingerprint card that includes: Texas Board of Chiropractic Examiners TX921540Z. ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card.

- h. Once you have obtained your fingerprint cards, follow mail-in directions on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.

You may check status on your submission by clicking on this link:

<https://uenroll.identogo.com/servicecode/11G613> and then;

- a. Click "Check Status"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.