



## DIOCESE OF BROWNSVILLE CATHOLIC SCHOOLS OFFICE

### Instructions to the applicant:

1. The candidate completes and signs the **Criminal Background Validation Form**.
2. The candidate then schedules a fingerprint appointment by visiting [www.L1enrollment.com](http://www.L1enrollment.com) or by calling 1-888-467-2080 and follows the instructions provided on the FAST application.

<p><b>Important information:</b></p> <ol style="list-style-type: none"> <li>1. Logon to <a href="http://www.L1enrollment.com">www.L1enrollment.com</a></li> <li>2. Select: Texas</li> <li>3. Select: Online Scheduling</li> <li>4. Select: English or Espanol</li> <li>5. Enter: First and Last Name</li> <li>6. Select: Education</li> </ol>	<ol style="list-style-type: none"> <li>7. Enter: <b>TXFACT00Z</b> when prompted for Agency number/ORI</li> <li>8. Select: All Others</li> <li>9. Enter: <b>7420</b> when prompted for Agency ORI #</li> <li>10. Follow the prompts to enter requested information</li> <li>11. Bring this completed form with you to your appointment</li> </ol>
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3. The candidate must pay a fee using one of the methods below:
  - Online: using a credit card
  - On site: using a money order **CASH IS NOT ACCEPTED**

#### FAST SERVICES SITES FOR THE RIO GRANDE VALLEY

City	Address	Hours of Operation
Brownsville	814 N. Expwy. 77 Suite 44	M-F 9:30am.-5:30pm & Sat. 9am-1pm
Edinburg	2524 W. Freddy Gonzales Dr.	M,W & F 9-5;Sat 9-1
McAllen	929 E. Esperanza Ave. Suite 22	M-F 8:00 -4:30

4. The report from the **Fingerprint Applicant Services of Texas** will be sent to the superintendent of schools, who will then advise the school principal of clearance to hire or non-clearance to hire.

**No employment agreement is valid until the Criminal Background Check is completed. Successful completion of the Criminal Background Check is the sole and absolute judgment of the superintendent of schools.**



## DIOCESE OF BROWNSVILLE CATHOLIC SCHOOLS OFFICE

### Criminal Background Authorization and Verification Form Return this form to the Catholic School Office

I, \_\_\_\_\_, understand that the validation of any employment / volunteer agreement with \_\_\_\_\_ Catholic School for the position of \_\_\_\_\_ is contingent upon the successful completion of the check of my **Criminal History Record Information** from the Department of Public Safety, the Texas Department of Criminal Justice, the Federal Bureau of Investigation identification division, or any other law enforcement agency. Successful completion of the check is the final judgment of the Superintendent of Schools for the Diocese. *No information from the criminal history record check other than clearance to validate contract or non-clearance will be communicated by the Superintendent to anyone.* I understand that for the fingerprinting process, I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety Automated Fingerprint Identification System (AFIS). I have been made aware that in order to complete this process I must make an appointment with Morpho Trust USA, submit a full and complete set of my fingerprints, request a copy to be sent to the Diocese of Brownsville Catholic Schools Office listed below and pay the required fee to the fingerprinting services company, Morpho Trust USA. *IF after the criminal history information check, the Superintendent communicates a judgment of non-clearance, the principal will be required to terminate immediately any and all relationships between the school and the employee/volunteer. Salary for an employee would then be paid up-to-date on a per diem basis.*

**By my signature I acknowledge my understanding of and agreement to all of the above.**

<u>Print Name:</u>	<u>Signature:</u>	<u>Date:</u>

<b>Catholic Schools Office ONLY</b>	<b>Notification to the school principal: <input type="radio"/> Does not apply</b>
<input type="radio"/> CLEARANCE <input type="radio"/> NON-CLEARANCE	_____ is due to renew his/her Criminal Background Check on or before _____.
_____ Superintendent's Signature	_____ MM/YYYY
_____ Date	

Return to: Sr. Cynthia A. Mello, SSD  
Superintendent of Schools  
700 N. Virgen de San Juan San Juan, TX 78589

Rev. 1/99, 06/10, 01/13, 07/10/14

Fingerprinting  
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