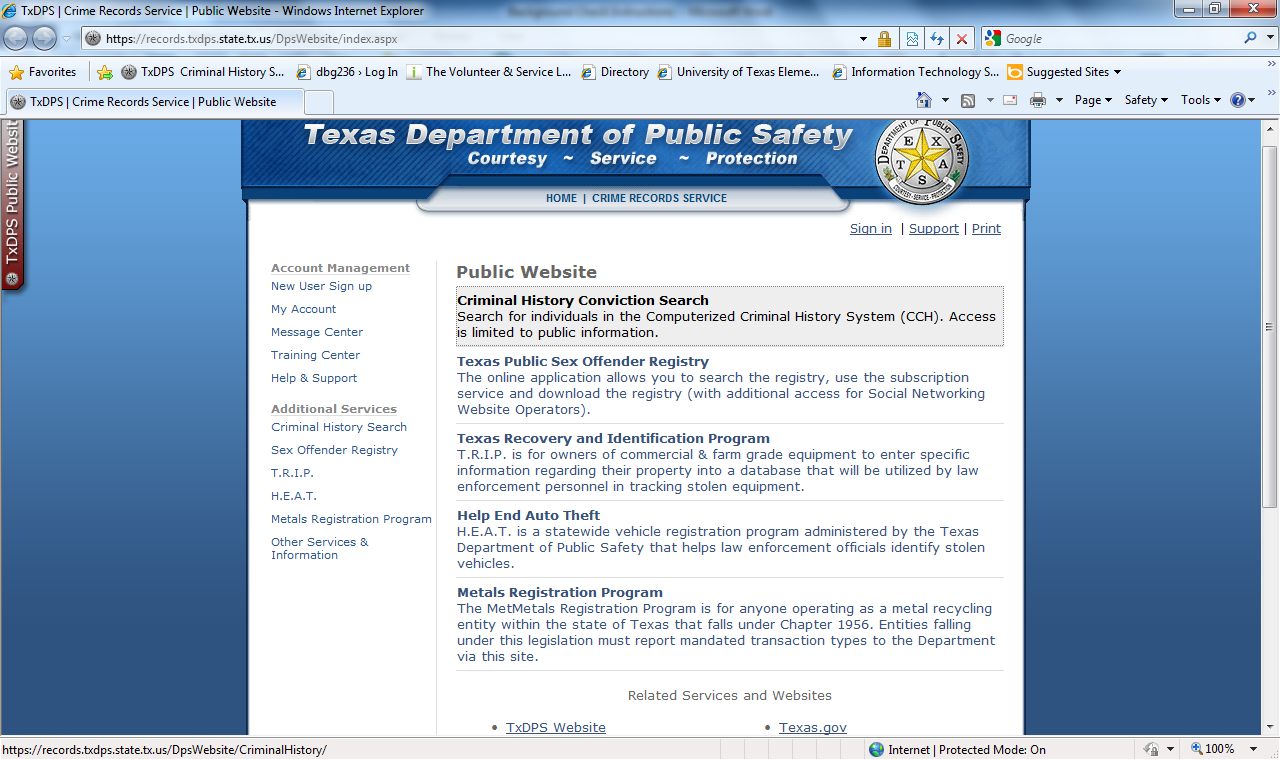
**University of Texas Elementary School Volunteer Applicants**

**Background Check Instructions on TxDPS Website**

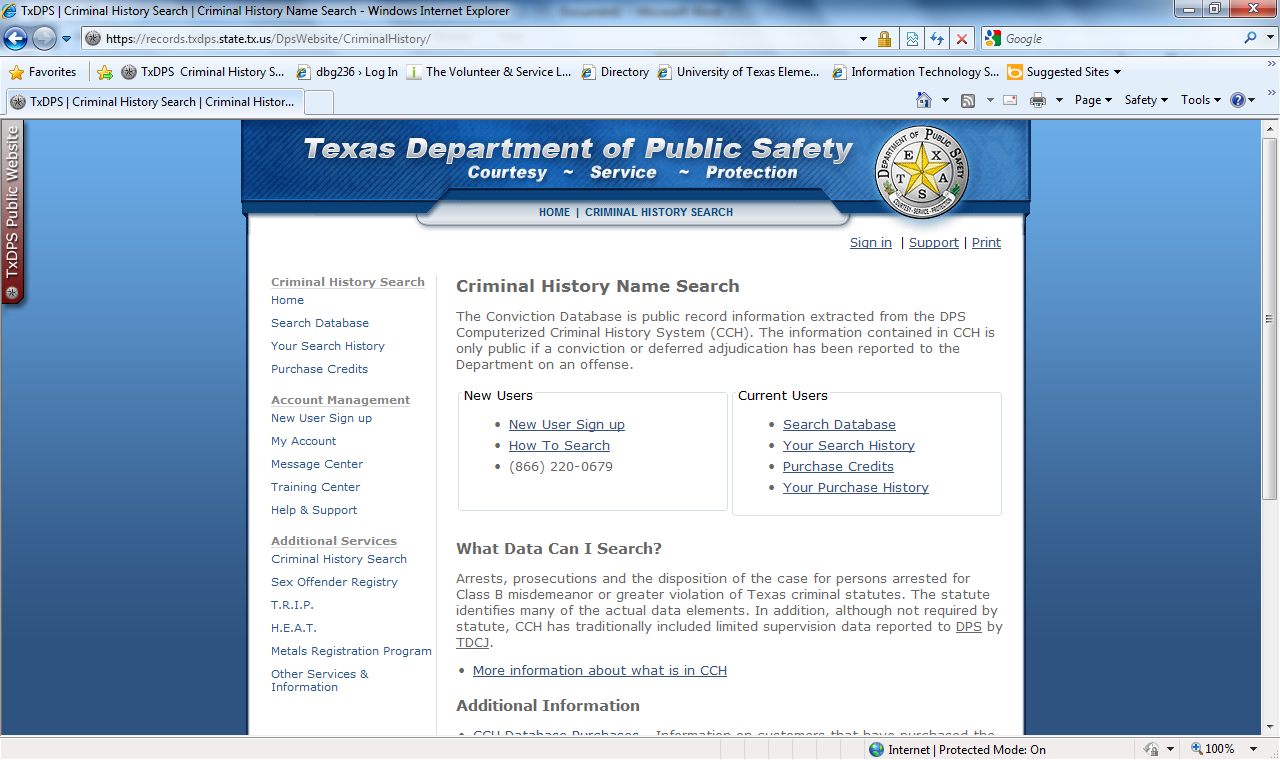
Start here and click on this link:

<https://records.txdps.state.tx.us/DpsWebsite/index.aspx>



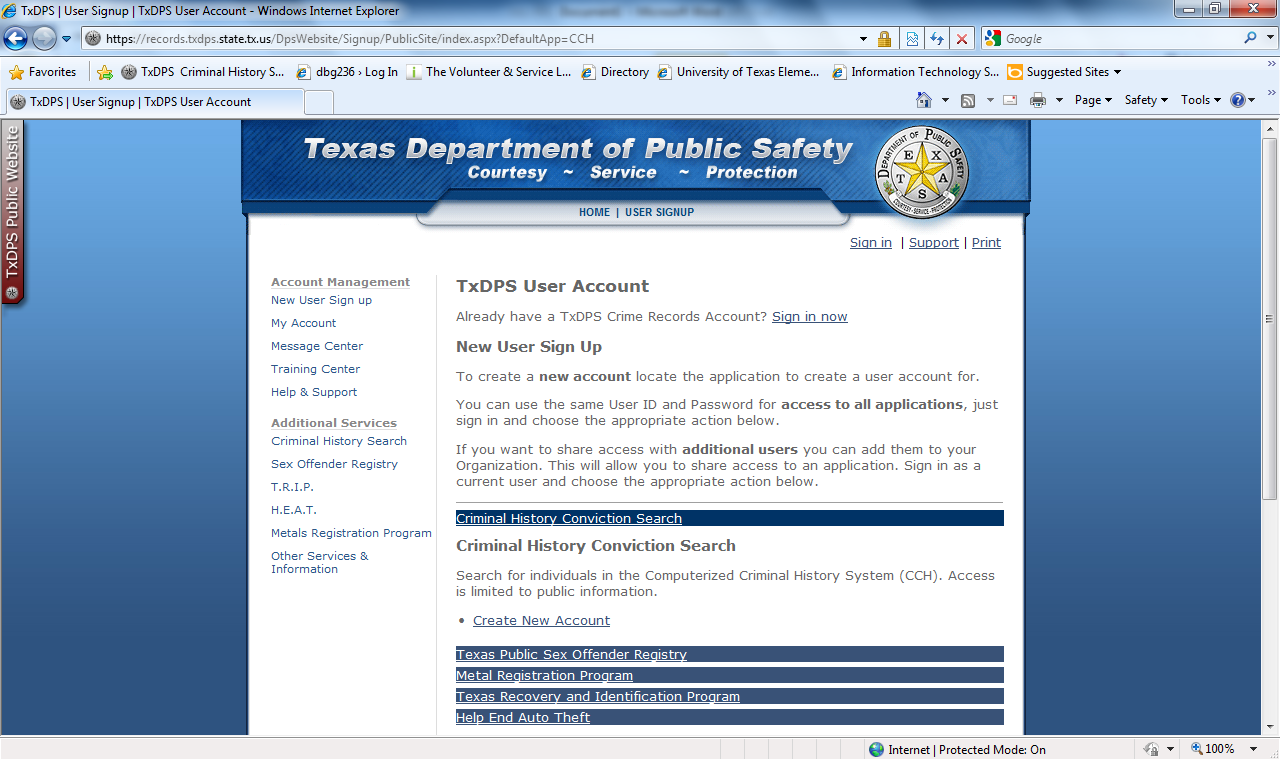
Click on “Criminal History Conviction Search” under *Pubic Website*.

<https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/>



Click on “New User Sign Up.”

<https://records.txdps.state.tx.us/DpsWebsite/Signup/PublicSite/index.aspx?DefaultApp=CCH>



Click on “Create New Account.”

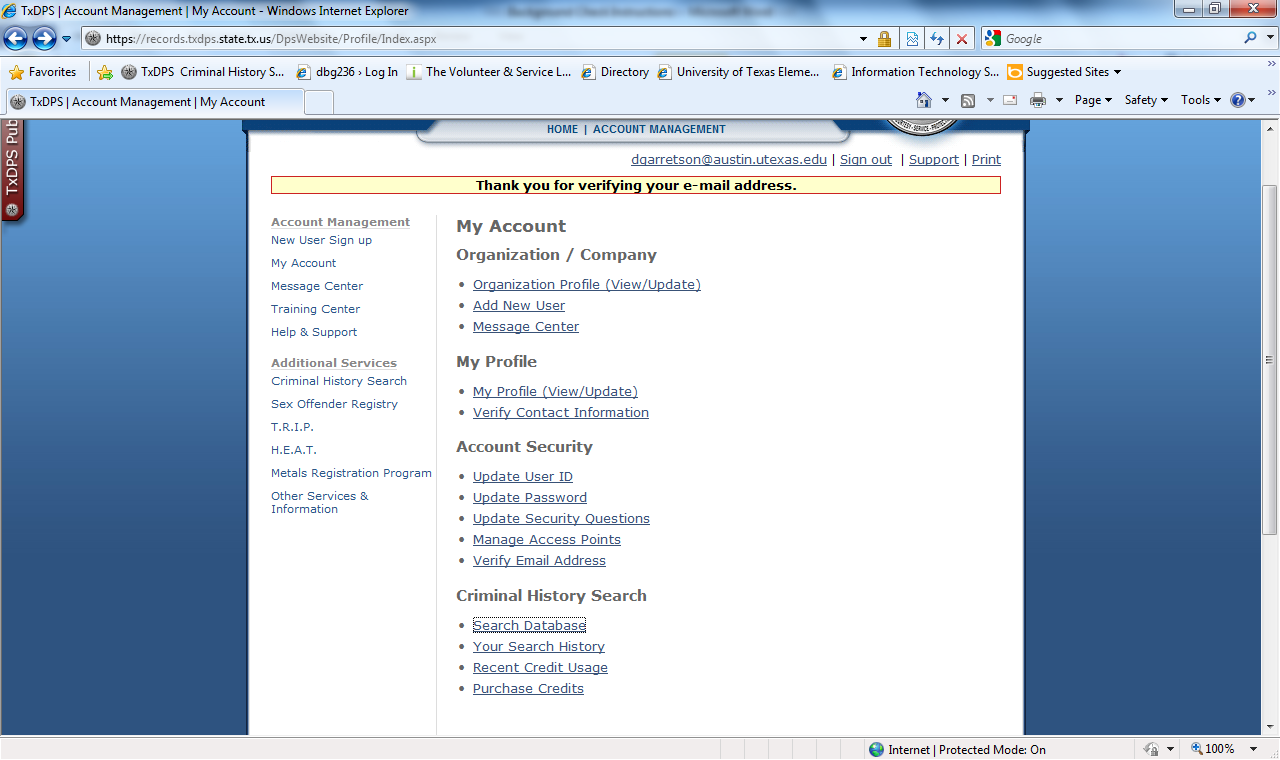
<https://records.txdps.state.tx.us/DpsWebsite/Signup/PublicSite/CriminalHistory/Index.aspx?CreateNewUser=False>



You want an individual email account with a private email address. Fill in the required information. After you sign up you will get a confirmation email. Make sure you record your password and your security question answer!

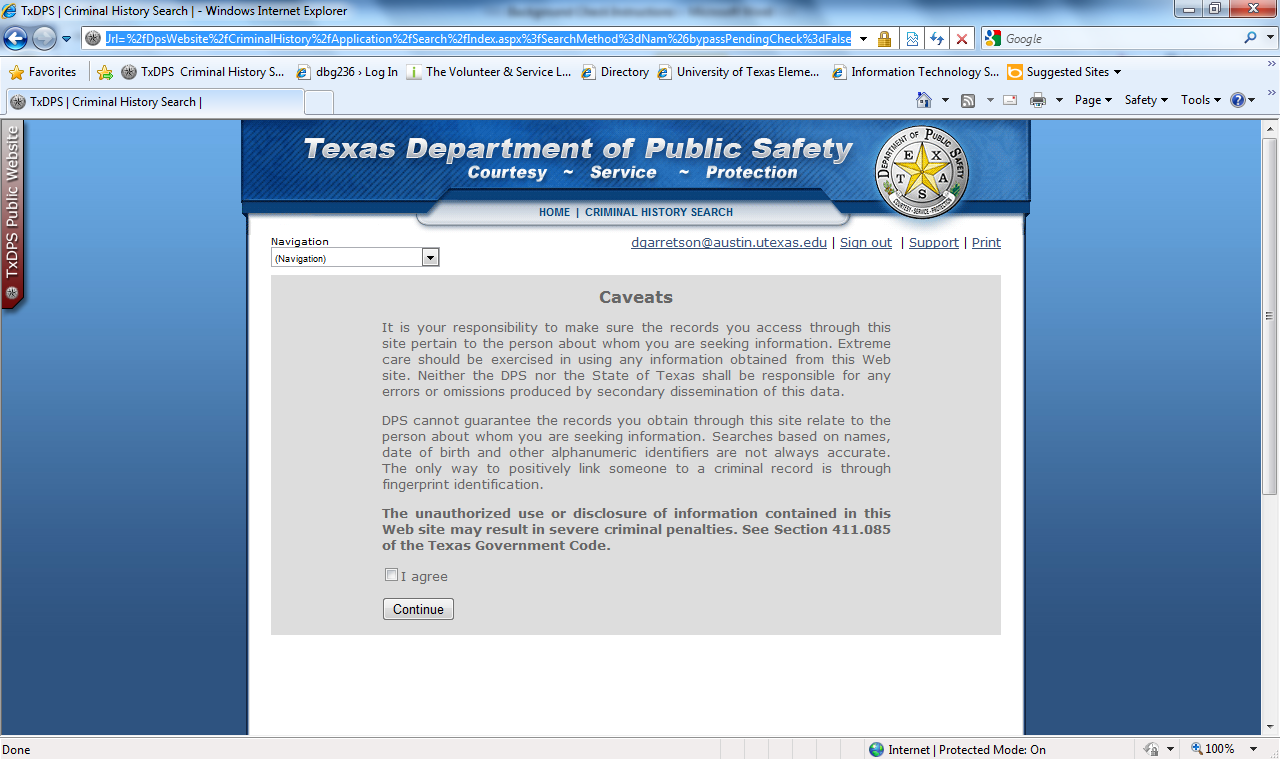
\*\*\*You may get an alert that asks you to verify your email address. Follow the instructions.

<https://records.txdps.state.tx.us/DpsWebsite/Profile/Index.aspx>

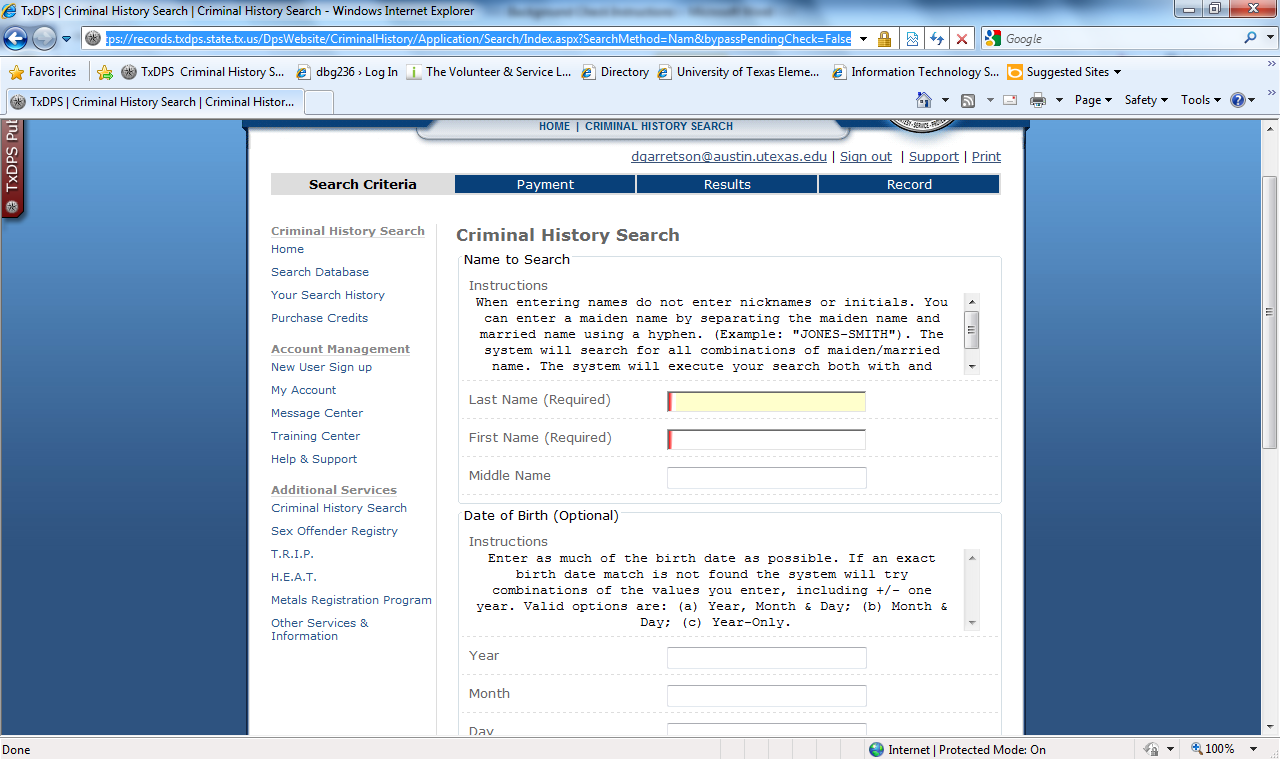


Click on “Search Database.”

<https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/Application/Caveats.aspx?returnUrl=%2fDpsWebsite%2fCriminalHistory%2fApplication%2fSearch%2fIndex.aspx%3fSearchMethod%3dNam%26bypassPendingCheck%3dFalse>

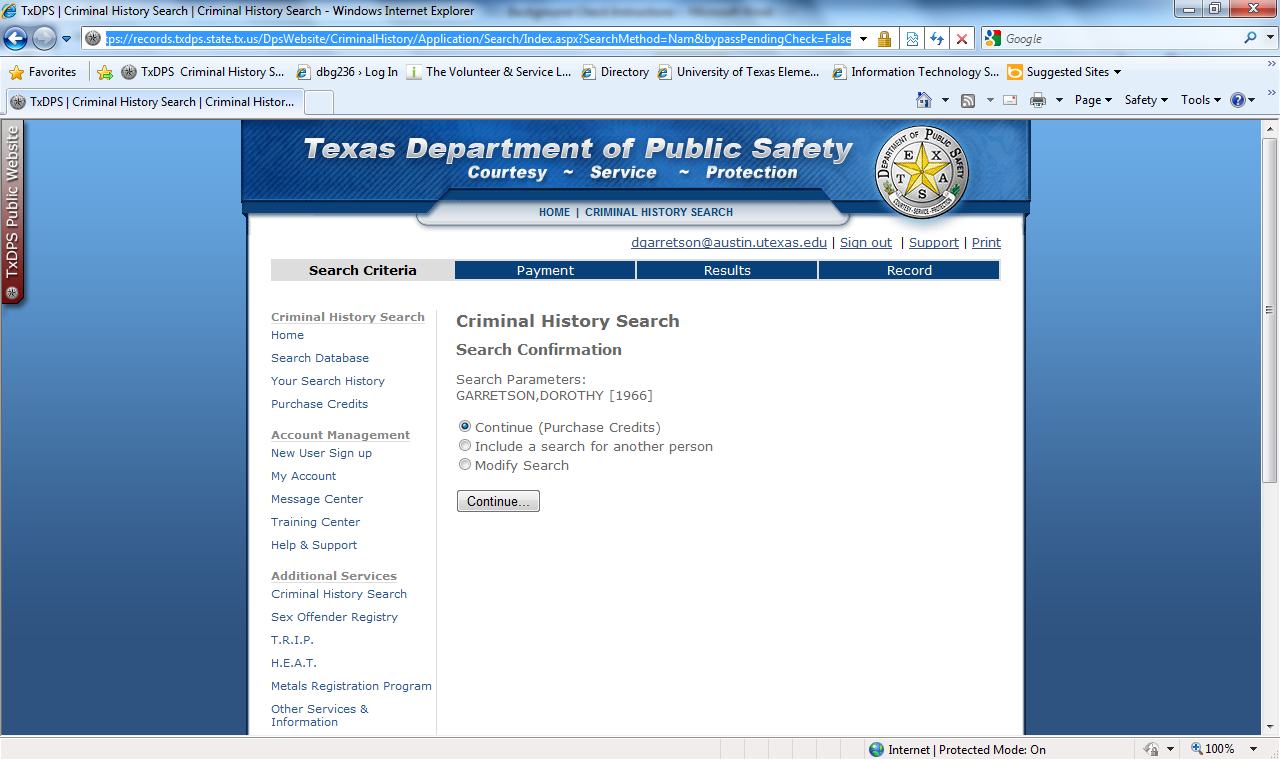


<https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/Application/Search/Index.aspx?SearchMethod=Nam&bypassPendingCheck=False>



Please enter your full name and your full date of birth.

<https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/Application/Search/Index.aspx?SearchMethod=Nam&bypassPendingCheck=False>



\*\*\*PLEASE NOTE: This is a random birth year!

<https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/Application/Conversion/Purchase.aspx?requiredCredits=1&IND_IDN=0>



You will only want to purchase one credit in order to search for yourself. The exact cost is $3.57.

**NOTE: A successful Background Check search will come back saying, “No Matches.” (The Background Check search is looking for criminal records, so “No Matches” indicate that you have no criminal record.)**

[…]

After you have successfully completed your Background Check, please print the results and send them to:

**Kayli Bolds, UT Elementary School University Leadership Network Intern**

University of Texas Elementary School

2200 East 6th Street

Austin, TX 78702

School Phone = (512) 495-3300  
Fax = (512) 232-8571  
[**kbolds96@utexas.edu**](mailto:kbolds96@utexas.edu)

**Please include a copy of your driver license.**