

## **Texas Funeral Service Commission Criminal History Evaluation**

This evaluation allows a person who is considering a career as a Funeral Director or Embalmer to seek a Criminal History Evaluation Letter to determine the person's eligibility for licensure PRIOR to him/her applying for a license or investing in license examination (Tex. Occ. Code, Chapter 53, Subchapter D – Preliminary Evaluation of License Eligibility). Depending on a person's criminal history, the review can take from one to six weeks to complete. Once the review process has begun, TFSC staff may contact the applicant if necessary.

The Commission will act upon a completed questionnaire at its next regularly scheduled Commission meeting.

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**A REQUEST WILL NOT BE PROCESSED UNTIL ALL ITEMS HAVE BEEN SUBMITTED.**

### **General Instructions & Checklist:**

- A separate completed and signed Criminal History Evaluation Form (attached) for EACH conviction or deferred adjudication.
- A completed FBI background check (attached).
- A copy of the final judgment or court decree for EACH conviction or deferred adjudication.
- Letters of Reference & Recommendation (not to include personal attorney or family members).
- Statement of interest or intent of becoming a Funeral Director/Embalmer in Texas and why the Texas Funeral Service Commission should deem applicant eligible.
- \$95 Criminal History Evaluation fee**. One fee will cover all forms completed. All fees are non-refundable. Please send one check or money order payable to the Texas Funeral Service Commission.

**Carefully read the statement at the bottom of the questionnaire before you sign and date the form. Be aware that all information provided on this form, and any attachments, will be investigated. Providing false information may result in denial or revocation of a license and the imposition of administrative penalties.**

**DOCUMENTS SUBMITTED WITH THE REQUEST WILL NOT BE RETURNED. KEEP A COPY OF THE COMPLETED QUESTIONNAIRE FORM AND ALL ATTACHMENTS.**

Mail completed forms to:  
Texas Funeral Service Commission  
333 Guadalupe St., Suite 2-110  
Austin, Texas 78701

## Texas Funeral Service Commission Criminal History Evaluation Form

Please complete this form if you are seeking a Criminal History Evaluation Letter from the Commission. Be specific and provide exact details. **Attach a separate form for each offense.**

All information provided must be typed or printed in black or blue ink. Any attachments must be submitted on separate sheets of single-sided, 8½ x 11 paper. Use a paperclip to fasten all pages together with the check or money order on top. Do not staple.

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

Alias/AKA: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Type of License Potentially Seeking: Funeral Director \_\_\_\_\_ Embalmer \_\_\_\_\_ Dual \_\_\_\_\_

County where convicted: \_\_\_\_\_ Court where convicted: \_\_\_\_\_

Date crime committed: \_\_\_\_\_ Date of conviction: \_\_\_\_\_

Exact crime you were convicted of: \_\_\_\_\_

What exactly did you do (crime) and why? (If you need more space to write, attach additional sheets) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sentence or action imposed by the Court: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If sentence was deferred, for how long? \_\_\_\_\_

Are you currently on probation? Yes \_\_\_ No \_\_\_ Are you currently on parole? Yes \_\_\_ No \_\_\_

If so, list your reporting officer's name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Are you currently serving community supervision? \_\_\_ Yes \_\_\_ No

If so, list date to be released: \_\_\_\_\_

Are you currently on mandatory supervision? \_\_\_ Yes \_\_\_ No

If so, list date to be released: \_\_\_\_\_

Name of Community Supervision Officer: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever applied for an occupational license that was denied based on any criminal conviction? \_\_\_ Yes \_\_\_ No

If yes, Type of Occupational license applied for: \_\_\_\_\_

Agency that Denied License: \_\_\_\_\_

Full name used on application for denied license: \_\_\_\_\_

Date applied: \_\_\_\_\_ Date denied: \_\_\_\_\_

Specific reason(s) for the denial: \_\_\_\_\_

\_\_\_\_\_

Questions regarding this form may be addressed to the Texas Funeral Service Commission's Legal Assistant, Kathy Sparks at [kathy@tfsc.texas.gov](mailto:kathy@tfsc.texas.gov) or by telephone at (512)936-2469.

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I, \_\_\_\_\_ do hereby certify the attached information is true and correct to the best of my ability. I further authorize the release of information to the Texas Funeral Service Commission for the purpose of determining my eligibility to receive a license as a Funeral Director and/or Embalmer in accordance with Texas Administrative Code, Title 22 Part 10, Chapter 203, Rule 203.17, Criminal History Evaluation Letter.

\_\_\_\_\_  
Applicant Signature

## Instructions for Obtaining Fingerprint Criminal Record Checks for Evaluation

### ORI Funeral Commission's Service Code - - 11G72Y

#### IN-STATE EVALUEES

1. **AFTER SUBMITTING YOUR CRIMINAL HISTORY EVALUATION PACKET** - Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers.
  - To schedule an appointment over the Internet (quickest method):
    - a. Begin the process at this link:  
<https://uenroll.identogo.com/servicecode/11G72Y> and then click “Schedule an Appointment”
    - b. Provide all required pre-enrollment data and select a convenient date and time for your appointment
  - To schedule an appointment over the telephone:
    - a. Have your Service Code ready (**11G72Y**), then call **888.467.2080**;
    - b. MorphoTrust will prompt you for the Service Code (**11G72Y**);
    - 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) Texas Driver's License, please refer to the Department of Public Safety's acceptable document types here:  
<http://www.tn enrollment.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/11G72Y> 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, in accordance with applicable statutes.

## OUT OF STATE EVALUEES

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.
  - a. To pre-enroll over the Internet (quickest method):
    - Begin the process at this link: <https://uenroll.identogo.com/servicecode/11G72Y> and then click “*Schedule an Appointment*”
    - On the next screen, click the “*Pay for Ink Card Submission*” button and complete all required fields on the following page
    - Complete payment screen
    - Print the confirmation document containing a bar code and complete by signing the waiver and filling in contact information
  - b. To pre-enroll over the telephone:
    - Have your Service Code ready (**11G72Y**), then call **888.467.2080**
    - Inform the MorphoTrust representative that you wish to pre-enroll for a “hard card submission”
    - Once payment is complete a summary confirmation document will be emailed to you
    - Print the confirmation document and complete by signing the waiver and filling in contact information
2. Obtain a copy of your fingerprints by a **criminal law enforcement agency** on an original FBI APPLICANT fingerprint card that includes: **Funeral Commission TX923439Z**. ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card
3. AFTER SUBMITTING YOUR APPLICATION - 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 the status by clicking:

<https://uenroll.identogo.com/servicecode/11G72Y> 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, in accordance with applicable statutes.