Instructions to School District Contractors
Regarding Criminal History Background Searches Under
Senate Bill 9

Senate Bill 9 directs school district contractors to obtain state and national criminal history
background searches on their employees who will have direct contact with students, and to receive
those results through the DPS criminal history clearinghouse (Fingerprint-based Applicant
Clearinghouse of Texas –FACT). In order for contractors to receive the information through FACT,
they must first establish an account with the DPS for FACT clearinghouse access. The Company
owner must sign a user agreement with the DPS. To obtain the user agreement and more
information, please contact:

Access and Dissemination Bureau
Texas Department of Public Safety Crime
Records Service
P. O. Box 149322
Austin, Texas 78714-9322

Email: FACT@dps.texas.gov
Phone: (512) 424-2365, Option 2

For fastest service, please email or call. State in the message that you are a school district contractor
and need to have an account established for DPS FACT clearinghouse access. Please include:

Company Name
Company Address
Company Phone
Name of Company point of contact
Phone of Company point of contact
Company email to be used for notification of FACT records and messages

The information in the DPS FACT Clearinghouse is confidential, and access must be restricted to the
least number of persons needed to review the records. The account must include at least one
designated supervisor to make necessary changes and to monitor the site’s security and the access to
the criminal history data retrieved. Additional users must be limited to those who need to request,
retrieve, or evaluate data regarding the individual applicants.

PLEASE NOTE: After you sign the DPS User Agreement for FACT, DPS will provide you with a
revised FAST Fingerprint Pass that you will have to provide to your employees and applicants.
Your employees and applicants will use that FAST Fingerprint Pass when scheduling their FAST
fingerprinting.