

## **Fingerprinting now required for initial applicants**

Beginning on January 1, 2010, all initial EMS applicants are required to submit fingerprints for an FBI criminal history check. This is a big change, and judging by the calls and emails, there are a lot of questions. We try to answer the most common ones below. If you've got another, please drop us a line at [EMSinfo@dshs.state.tx.us](mailto:EMSinfo@dshs.state.tx.us).

### **Q: I heard fingerprints are now required for EMS. Should I do the fingerprints or the DSHS EMS application first?**

**A:** Please submit the DSHS EMS application first. Having your application on file with DSHS before doing the fingerprints will assist us in matching up the background check results and will shorten your EMS application processing time.

### **Q: What is the procedure for submitting fingerprints?**

**A:** Initial applicants (those not holding a Texas EMS certification) are required to submit fingerprints for a criminal background check. Applicants are first required to complete the "FAST" fingerprint form and then follow the steps on that form to schedule a fingerprinting session through the contracted service, L1 Identity Solutions. The DSHS EMS FAST form **MUST** be used when submitting fingerprints for EMS certification. Go to [www.dshs.state.tx.us/emstraumasystems/FBIFASTPASS1209.pdf](http://www.dshs.state.tx.us/emstraumasystems/FBIFASTPASS1209.pdf) to view or print the FAST form.

Following are the basic steps for scheduling a fingerprinting session with L1 Identity Solutions.

1. Log on to [www.l1enrollment.com](http://www.l1enrollment.com) and select "Texas"
2. Select "Online Scheduling"
3. Select "All Others"
4. Select Option A
5. Select "Yes I have a FAST Fingerprint Pass"
6. Enter **TX920390Z** when prompted for Agency Number/ORI
7. Follow the prompts to enter your personal information and select a fingerprint service location, date and time.

**8. Bring your completed DSHS EMS FAST form with you to your appointment along with government-issued identification.**

**Q: Is there an additional cost to DSHS applicants?**

**A:** The DSHS application fees have not increased. There is a separate charge of \$44.20 for the fingerprinting and background check. This charge is paid when the fingerprints are taken. (Fee breakdown: \$9.95 fee for fingerprinting and \$34.25 for the DPS and FBI background check.) If you pay by credit card, there is an extra charge—the total cost would be \$45.45)

**Q: Where can I find the forms that must be completed?**

**A:** The fingerprint/background check form is attached to the paper certification application. The online application for certification will direct the applicant to a link to the FAST form. The EMS paper certification application can be found at

[www.dshs.state.tx.us/emstraumasystems/InitialApplication.pdf](http://www.dshs.state.tx.us/emstraumasystems/InitialApplication.pdf). The address for the online application is

[www.dshs.state.tx.us/emstraumasystems/Txonlinelinks.shtm](http://www.dshs.state.tx.us/emstraumasystems/Txonlinelinks.shtm).

**Q: I know that L1 Identity Solutions is the fingerprint contractor for DPS. I attempted to sign up for fingerprinting by calling L-1 directly. They asked me for my "fast track" number or something to that effect. I can't seem to find this number anywhere.**

**A:** The “fast track” number is the “Agency ORI” number on the FAST form. The DSHS EMS ORI number is TX920390Z. You must have the FAST form in front of you when you call to schedule your appointment. You can print a copy of the FAST form from

[www.dshs.state.tx.us/emstraumasystems/FBIFASTPASS1209.pdf](http://www.dshs.state.tx.us/emstraumasystems/FBIFASTPASS1209.pdf).

**Q: Where in my county is the closest facility to be fingerprinted?**

**A:** When you schedule an appointment with L1 Identity Solutions, they will provide a current list of locations. You can view the locations on their website at

[www.l1enrollment.com/locations/?st=tx](http://www.l1enrollment.com/locations/?st=tx).

**Q: We are a city-operated EMS service. Our police department is set up to transmit**

**fingerprints to Texas Department of Public Safety (DPS). Can our police department send a new applicant's prints to DPS for your background check and have the report sent to DSHS?**

**A:** No, the unique ORI assigned to DSHS EMS must be used to receive background check results from DPS and Federal Bureau of Investigation (FBI). Although a local police department may be able to fingerprint an applicant, they are not able to collect the fees and forward them to DPS for the background check. Also, current state law does not allow agencies to share results.

**Q: A firefighter in my department holds a level-3 clearance through TXDOT. Would that be sufficient for initial EMS certification or do we need to submit new fingerprints?**

**A:** All initial applicants for EMS certification (those not holding a Texas EMS certification) must be fingerprinted regardless of any security clearances or previous fingerprints they may have provided to any other agency. Current laws do not allow agencies to share background reports. DSHS must run its own check through DPS and FBI using the unique ORI number for DSHS EMS.

**Q: Does the ECA level require the background check?**

**A:** All levels for initial EMS certification (those not holding a Texas EMS certification) will need to go through a fingerprint-based background check and have the results reported to DSHS. New EMS Instructors and Course Coordinators do not need this check, because they would have a current Texas EMS certification.

**Q: I am an EMT, and I did the DSHS EMS fingerprint background check when I applied for my EMT certification. I am now about to complete my Intermediate course. Do I need to do another fingerprint background check?**

**A:** No. As long as your EMT certification is current in Texas you will not need a second background check.

**Q: I am an EMS Course Coordinator. Is there an option to have all my students fingerprinted at the same time?**

**A:** Yes, you may contact L1 identity Solution at 1-888-467-2080 to discuss the options in your

area.

**Q: Where do I sign up for fingerprinting?**

**A:** You may sign up online or by calling the 888 number for L-1 Identity Solutions. You must have your FAST form in front of you when scheduling an appointment. Go to [www.l1enrollment.com](http://www.l1enrollment.com) or call 1-888-467-2080 to sign up. You can view or print the FAST form here: [www.dshs.state.tx.us/emstraumasystems/FBIFASTPASS1209.pdf](http://www.dshs.state.tx.us/emstraumasystems/FBIFASTPASS1209.pdf).

**Q: I already hold a Texas Peace Officer certification. Do I need to submit fingerprints for DSHS through the FAST process?**

**A:** Yes. DSHS must run its own check through DPS and FBI using the unique ORI number for DSHS EMS. Other agencies are prohibited from sharing criminal history information with DSHS.

**Q: If I have an EMS student who has already submitted fingerprints for their nursing license, teacher certification and/or Texas Fire Commission application does the student need to submit fingerprints for DSHS through the FAST process?**

**A:** Yes. DSHS must run its own check through DPS and FBI using the unique ORI number for DSHS EMS. Other agencies are prohibited from sharing criminal history information with DSHS.

**Q: I live out of state, and L-1 Identity Solutions has an office in my state. Can I go to an office not located in Texas?**

**A:** Possibly. Have your DSHS EMS FAST form in front of you and call L-1 Identity Solutions to discuss what is available in your area and whether the location near you can accommodate your request.