



PE  LS

Texas Board of Professional
Engineers and Land Surveyors

Criminal History Record Checks For Registered Professional Land Surveyors

September 2020

Criminal History Record Check Information

<http://pels.texas.gov>

- Instruction Page
- FAQ Page
- Registration Link
- Instruction Downloads

HB 1523 – TBPLS Sunset Bill

- Criminal History Record Check (CHRC)
- Sunset Commission Recommendation
- Change to Law by Texas Legislature
- CHRC for renewals - §1001.277
- Part of Sunset Occupational Licensing Model
- Other Professions:
 - Engineers
 - Doctors / Medical Professionals
 - Teachers
 - Lawyers
 - Architects

Criminal History Record Checks

- Required for registration renewal
- DUE DATE: December 31, 2020
- ALL Active RPLS for your renewal and new applicants
- First renewal only (1-time process)
- System is OPEN NOW



Criminal History Record Checks

- Process managed by IdentoGo
- Registration Link on website
- Single Background Check process gives us two checks:
 - DPS check (for Texas)
 - FBI check (national)



Criminal History Record Checks

Process:

- Receive Email or Letter with Applicant Number
 - This is YOUR number that connects you to your record
 - ORI and Service Code: in email or on TBPELS website
- Schedule appointment on Identogo website (www.identogo.com)
 - Do this ASAP
 - Limited appointments due to COVID
 - Locations all over Texas
- Fee paid directly to Identogo

Criminal History Record Checks

Process:

- Schedule appointment
- Go to appointment
- Digital fingerprints taken

- Data is sent to TBPELS within 1-3 days
- Notification sent of receipt and process complete
- We review information and will notify you only if any additional action needs to be taken

Criminal History Record Checks

Notification Emails and Code:

- Emails were sent to all RPLS in database with email address on record
- Paper letters sent to those without emails
- Some email addresses had not been updated
- Update your email address / contact info!
- Email TBPELS at info@pels.texas.gov
- Paper option for email / address update – form on website

Criminal History Record Checks

Criminal Violation Policies:

- Requirements set by statute and Board policies
- Case-by-case review considering:
 - Conviction
 - Age of violation
 - Single vs. multiple
 - Level of violation (felony / misdemeanor)
 - Nature of violation
 - Relationship to practice of land surveying
 - Other factors

Criminal History Record Checks

FAQs:

Q: What if I've already been fingerprinted before?

- Concealed Handgun License
- Travel / TSA Precheck
- Job
- Security Clearance / Military / Police
- Other license* / permit / state requirement

A: You will need to complete the CHRC process again for your RPLS renewal.

- * If a PE and already done for PE license, you do NOT have to do it again as TBPELS already has the data.

Criminal History Record Checks

FAQs:

Q: I had my fingerprints done and I got a notice from IdentoGO that they were rejected. What does that mean and will I be able to renew my license or registration?

A: When fingerprints are processed by IdentoGO, they could be rejected by either DPS or FBI for various reasons. Please follow the IdentoGO instructions to have the fingerprints re-done. This will not hold up your renewal.

Criminal History Record Checks

FAQs:

Q: What kind of data security do you have?

A: IdentoGo is a secure system used for many other fingerprint requirements. We get data from DPS and the FBI. A limited number of TBPELS staff can view the data. No information is stored in any TBPELS databases or files, nor is the information printed out. All staff are trained and certified in CHRC protocols.

Criminal History Record Checks

FAQs:

Q: I don't have an Identogo near me; I'm out of state; I'm out of country.

A: There are Identogo locations all over Texas and the US. You can use any location where you can schedule an appointment.

- If you can't get an appointment or are in a place with no Identogo location, you can request a paper fingerprint card.
- Instructions on TBPELS website.
- Register with Identogo
- Get ink fingerprinted at an official location (PD, etc.)
- Send in to Identogo

Criminal History Record Checks

FAQs:

Q: What happens if I don't do a CHRC?

A: The law says that all RPLS renewals must have done a background check.

If you don't do one, you cannot renew on December 31, 2020.



Criminal History Record Checks

FAQs:

Q: Do I have to wait to get my results before I can renew?

A: You do not have to wait for an email or letter from TPBELS before you can renew.

- Our database will be updated within 1-3 days.
- Then you can renew – Renewals start Nov 1, 2020.



Criminal History Record Checks

FAQs:

Q: Will I have to do this every year for my RPLS renewal?

A: NO. This is a one-time requirement.

- Once you have completed the process, TBPELS will get updates if any additional violations are added to the record.
- Rules also require notification of violations within 30 days.

Criminal History Record Checks

FAQs:

Q: Are there any exceptions to the requirement?

A: If your registration is in Inactive Status, you do not have to complete the CHRC process to renew.

- HOWEVER, you must complete the CHRC process to return to Active Status.
- You can get the CHRC done if you are in Inactive Status if you wish.

Criminal History Record Checks

FAQs:

Q: I don't want to do the CHRC and want to go inactive instead. How do I do that?

A: There is an Inactive Status form on the website.

- You will be notified when your status has changed.
- NOTE: You CANNOT practice or offer to practice professional land surveying or use the RPLS title if you are in Inactive Status.
- You will need to do CHRC if you ever wish to return to Active Status.

Criminal History Record Checks

FAQs:

- NOTE: All new RPLS applicants will need to complete a CHRC as well.
- Once applicants have done CHRC, they will NOT have to re-do it to renew.
- One-time process for all RPLS.



Criminal History Record Checks

FAQs:

Q: Should I wait to schedule my appointment?

A: **NO! Do it now!**

- Schedule your appointment ASAP.
- **Do it now!**
- Avoid the rush in December.
- Pandemic availability can have an impact.
- **The sooner the better.**

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Criminal History Record Check

Questions

And

Answers



Thank you!



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