

TEXAS STATE BOARD OF DENTAL EXAMINERS

FINGERPRINT CRIMINAL BACKGROUND CHECK

TEXAS RESIDENTS

Dentists and Dental Hygienists applying for Initial Licensure by Examination or reinstating their retired Texas dental or dental hygiene license must submit their fingerprints for a State and National Criminal Background Check.

The Texas Department of Public Safety (TxDPS) has entered into an exclusive contract with MorphoTrust USA (IdentoGO).

Results of the Fingerprint Background Check are sent directly to the TxDPS. Dental Board Licensing Staff will review the results of the background check when your complete application has been received at the Board Office.

Texas State Board of Dental Examiners (TSBDE) Licensing Division Staff will conduct the background check when a complete licensing application is received.

DENTAL AND DENTAL HYGIENE LICENSURE BY EXAMINATION APPLICATION PROCESS:

The following documents must be mailed to the TSBDE if you are applying for Licensure by Examination:

Dentist and Dental Hygienist Application Checklist

- Copy of Online Application Summary. ¹
- Copy of Online Payment Summary. ¹
- Photocopy of official birth certificate, naturalization papers, or passport showing date of birth. (Hospital Birth Record is not acceptable)
- Certified or notarized copy of diploma, transcripts or letter of degree awarded by the Dean or Registrar's Office. ²
- Proof of passing the Joint Commission National Examination:
 - Dentists: National Board of Dental Examinations (NBDE) - Parts I and II. ²
 - Dental Hygienists: National Board of Dental Hygiene Examination (NBDHE). ²
- Proof of passing a clinical examination administered by a regional testing services recognized by the Board. ³
 - Dentists: General Dentistry Clinical Examination. ³
 - Dental Hygienists: Dental Hygiene Clinical Examination. ³
- Verification of Licensure. ⁴
 - A copy of all disciplinary action taken against the license must be submitted with your application for licensure.
- Copy of signed receipt issued by MorphoTrust USA dated within previous six (6) months of making application to the Board.
- If you have a criminal history you must provide a letter of explanation and all legal disposition documents relative to each offense.
- Copy of SBDE Jurisprudence Assessment Certificate of Completion for Initial Licensure dated within previous 12 months.
- Copy of Social Security Card.
- Copy of current Basic Life Support CPR Card.
- Self-Query Report issued by the National Practitioner Data Bank (NPDB). Report must remain in its original sealed envelope.
- Self-Query Report issued by the American Association of Dental Boards (AADB). Report must remain in its original sealed envelope.

Notes:

- 1 - Online summaries are e-mailed to the applicant after completing the online application process with the Board.
- 2 - Document should be mailed with the application for licensure if possible. Photocopies of documents must be notarized.
- 3 - Texas recognizes WREB, CRDTS, SRTA, CDCA, or CITA Exam Results. Results must be dated within 5 years from passing the exam.
- 4 - Verification/Certification of Licensure must, at a minimum, contain a statement indicating if disciplinary action has/has not been taken against the license. A photocopy of the license nor a screen shot from a Board's website will be accepted.

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The general process for electronic fingerprinting is:

1. **Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their IndentoGo enrollment centers.**
 - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
 - a. To begin the process simply clicking on this link: <https://uenroll.identogo.com/servicecode/11FZZ3>
 - b. Provide all required pre-enrollment data and select a convenient date and time
 - If you prefer to schedule over the telephone, you must:
 - a. Have your Service Code ready (**11FZZ3**), then call **888-467-2080**;
 - b. MorphoTrust will prompt you for the Service Code (**11FZZ3**);
 - c. Provide all required pre-enrollment data and select a convenient date and time

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 Drivers License, please refer to the Department of Public Safety's acceptable document types here: <http://www.t1enrollment.com/state/forms/tx/55fc619a7f7aa.doc> (Type **or** cut and paste this website address into your web browser address line if the page does not automatically open)
 - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders coupon codes (employer accounts) at the time of service.
 - Personal checks and cash are **not accepted**.
 - The cost is **\$39.75**.

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 IndentoGo receipt stating you were fingerprinted.**
 - Do not throw away the receipt.
 - You may check the status on your submission here: <https://uenroll.identogo.com/servicecode/11FZZ3>
 - 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.