



Bexar County Juvenile Probation Department

FACT Background & Child Abuse Registry Check

Frequently Asked Questions

1. Why are vendors and/or contractors required to have background checks?

The Texas Juvenile Justice Department (TJJD), state agency, requires the Bexar County Juvenile Probation Department (BCJPD) ensure vendors and/or contractors that provide a service to youth in the Juvenile Justice System have background checks completed prior to working with youth.

2. Will another background check other than the Fingerprint-bases Application Clearinghouse of Texas (FACT) & Child Abuse Registry Background check suffice?

No; TJJD requires BCJPD subscribe to the Department of Public Safety's Fingerprint-bases Application Clearinghouse of Texas (FACT) for initial and continuing criminal background checks and Department of Family Protective Services (DFPS) for a Child Abuse Registry Check for all contractors and/or vendors working with our youth. No other background checks are acceptable.

3. What are the requirements from passing the background check with BCJPD?

TJJD requires vendors and/or contractors that service our youth successfully complete the FACT background check and the Child Abuse Registry Check. Failure to successfully complete either of these checks will make an individual ineligible to work with our youth. To successfully complete the FACT background check you must not have had a conviction, deferred adjudication or currently be on probation or parole for a felony in the last ten (10) years or had a conviction, deferred adjudication or currently be on probation or parole for a jailable misdemeanor in the last five (5) years and not be on the Child Abuse Registry.

4. What State statute covers the release of background Criminal History records and who may obtain background checks results?

Texas Government Code Chapter 411.085 states "A person commits an offense if the person knowingly or intentionally obtains criminal history record information in an unauthorized manner, uses the information for an unauthorized purpose, or discloses information to a person who is not entitled to the information." Section 411.083 states: " The department shall grant access to criminal history information to: (3) the person who is the subject of the criminal history record information; (5) an individual or an agency that has a specific agreement with a criminal justice agency to provide services required for the administration of criminal justice under that agreement..." Section 411.083 (8)(d) states: " The department is not required to release criminal history information to any person that is not in compliance with rules adopted by the department under this subchapter or rules adopted by the Federal Bureau of Investigation relating to use of criminal history record information."

5. What if an individual does not successfully complete the background check?

An individual does not successfully complete the background check if they have a conviction, deferred adjudication or currently be on probation or parole for a felony in the last ten (10) years or has a conviction, deferred adjudication or currently be on probation or parole for a jailable misdemeanor in the



Bexar County Juvenile Probation Department

FACT Background & Child Abuse Registry Check

Frequently Asked Questions

last five (5) years and are on the Child Abuse Registry. We will notify the applicant and/or requestor, if we have email information, regarding the applicant's unsuccessful completion. If there are questions regarding the results the applicant may submit a written request for the results. The BCJPD will assess the inquiry and may provide additional information that is not prohibited regarding the background results. BCJPD will not provide the applicant with a copy of the results but will share with the applicant, within legal constraints, the issue of concern. The applicant will be responsible for addressing the issue(s) identified on the background check. If requested BCJPD will inform the applicant of how they may obtain a background check. Finally, if the background check has incomplete information BCJPD may not continue with or approve the applicant.

6. Who is responsible for scheduling the fingerprints appointment?

The applicant is responsible for scheduling an appointment to have their fingerprints taken. Please watch the background check process instructional video for information on how to schedule a fingerprints appointment.

7. Why is my contract number important?

Whenever a vendor/contractor communicates with us (BCJPD) we require they provide their contract number. When your contract, memorandum of understanding (MOU) or letter of agreement was approved you were provided a contract number from the BCJPD - Contract Office. This number is important because it is a unique identifier to your organization. Failure to provide the contract number on correspondence will impede the processing time of requests. If you do not know your contract number please get with your organization or email jvcontracts@bexar.org.

8. What paperwork is required of vendors and/or contractors for the DFPS Child Abuse Registry Check?

BCJPD is responsible for contacting DFPS Child Support Registry and obtaining the necessary information regarding this check. BCJPD requires the applicant to complete and return "Contract Vendor Background Authorization Form". BCJPD will conduct the DFPS Child Support Registry check when this form is received.

9. Who gets the results of the fingerprint information?

Fingerprint results are sent directly to BCJPD. BCJPD will notify the requestor of the results when they are received.

10. Who do I contact if I have additional questions?

Please contact Administrative Services by emailing jvservices@bexar.org or call 210-335-1874. Emailing your questions is the most convenient way to receive a faster response.