



## BEXAR COUNTY JUVENILE PROBATION DEPARTMENT Contract Vendor Background Check

Juvenile Probation is required by law to conduct background checks on individuals with whom we have a written agreement. It has been determined that you will need a fingerprint-based background check and PREA certification prior to providing services under the agreement between your organization and Juvenile Probation. If you have any questions about your background check or the process please email us at [jvservices@bexar.org](mailto:jvservices@bexar.org). Whenever you email [jvservices@bexar.org](mailto:jvservices@bexar.org) ensure the email includes your name and **contract or MOU number**. If you do not know your contract/MOU number, please get with your organization.

Please note that this process can take up to 4 weeks to complete, so we encourage you to begin now so that you may start services as soon as possible. Please be advised that you may not begin services until you have been cleared by the Department. A successful clearance is passing of the background check and PREA certification review. The background check includes a fingerprint based background check and a Department of Family and Protective Services (DFPS) review.

### BACKGROUND CHECK REQUIREMENTS

**STEP 1 PROCESSING FORM:** Complete the Background Authorization form attached. Once complete please email it to [jvservices@bexar.org](mailto:jvservices@bexar.org)

**STEP 2 FINGERPRINTS:** Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their IdentoGo enrollment centers by following the instructions below. The cost of this service is **\$10.00**.

- 1) Schedule now by clicking on <https://uenroll.identogo.com/#/workflows/11F4FN>  
Service code: 11F4FN
- 2) Click on "Schedule or Manage Appointment".
- 3) Input all required data and select a date and time for your appointment.

#### **Things to Remember:**

- Arrive at your scheduled appointment with your photo identification and fee. Please refer to <http://1enrollment.com/state/forms/tx/55fc619a7f7aa.doc> if you are bringing a form of identification other than a Texas Driver's License.
- Methods of payment: credit card (Visa/MasterCard/Discover/American Express), business checks, and money orders. Personal checks, debit cards or cash not accepted.

- At the conclusion of your appointment, the MorphoTrust enrollment agent will provide a service receipt which will contain a UE ID#. Please email your UE ID# to [jvservices@bexar.org](mailto:jvservices@bexar.org) . Do not throw away the receipt; it may be needed for reference in verifying you were fingerprinted.
- Note: Occasionally fingerprints may be unreadable. If this should occur, you will be contacted by MorphoTrust to schedule a time to be reprinted at no additional cost.

**STEP 3 PREA TRAINING:** Please complete the required PREA training and email your certificates to [jvservices@bexar.org](mailto:jvservices@bexar.org).

- **ALL APPLICANTS** must watch the PREA video and complete the Acknowledgment form: PREA VIDEO AND ACKNOWLEDGMENT FORM: Click on <http://www.bexar.org/2401/PREA-for-ContractorsVendorsVolunteers> to watch a brief PREA training video and to access the PREA Acknowledgement form.
- **MEDICAL AND/OR BEHAVIORAL HEALTH CARE SERVICE PROVIDERS ONLY** shall determine the type of health care he/she is providing and complete ONE of the following training and certifications-

PREA *Behavioral Health Care* for Sexual Assault Victims in a Confinement Setting:  
<http://nicic.gov/library/027693>

**OR**

PREA *Medical Health Care* for Sexual Assault Victims in a Confinement Setting:  
<http://nicic.gov/library/027696>

Finally, if you have questions regarding this process, please feel free to email your questions to [jvservices@bexar.org](mailto:jvservices@bexar.org) . We thank you in advance for your prompt attention to this matter and we look forward to working with you.

Sincerely,

Viviana Rascon  
Administrative Services Technician  
Bexar County Juvenile Probation Department  
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