Please follow these required steps:

Obtain a FAST Fingerprint Pass (www.tdhca.state.tx.us/mh/docs/FASTFingerprintPass.pdf) from the Manufactured Housing Division. The FAST Fingerprint Pass is your “admission ticket” for fingerprinting and MorphoTrust cannot setup your appointment without one.

Schedule an Appointment (https://tx.ibtfingerprint.com/) - Once you have downloaded your FAST Fingerprint Pass, contact MorphoTrust for an appointment. You may schedule online with MorphoTrust. You may also schedule appointments by calling 888-467-2080. See Locations (http://www.l1enrollment.com/locations/?st=tx) for MorphoTrust.

Where to Get Your Fingerprints Taken

MorphoTrust (http://www.identogo.com/FP/texas.aspx) is the vendor that collects and submits fingerprints to the FBI via the Texas Department of Public Safety (DPS). MorphoTrust has no role in the actual research and processing of your criminal background check or the delivery of its results.

Important Information

Here are some brief points to sum up the new fingerprint requirement:

1. Fingerprints that an applicant or licensee may have submitted for any other reason, such as previous employment or for a different state issued license, will not be acceptable for Manufactured Housing Division licensure or renewal.

2. You will need to schedule your fingerprint appointment with MorphoTrust on the web or by telephone before you go to the local fingerprinting location.

3. The fingerprints must be in the FBI’s required format and must be taken at an authorized DPS site. Currently, there are over 70 locations statewide where electronic fingerprints can be taken.

4. If you are renewing your license, you should get your fingerprints taken well in advance of your license expiration date to avoid any renewal delay and assure continued licensure.

5. Fingerprinting results are received by the Manufactured Housing Division typically 3-5 days after the appointment.

6. Occasionally fingerprints may be unreadable. If this should occur, the applicant will be contacted by MorphoTrust to schedule a time to be reprinted at no additional cost. Reprints cannot be scheduled online. If prints are unreadable a second time, a Manufactured Housing Division staff person will initiate a name search through the FBI.