



Credible Messenger
BACKGROUND CHECK FORM (Part A)
Criminal History Check
Harris County Juvenile Probation Department

Legal Services and Public Affairs
1200 Congress
Houston, Texas 77002

Pursuant to Title 37, Part 11, Chapter 344 of the Texas Administrative Code, the Harris County Juvenile Probation Department (HCJPD) performs fingerprint-based criminal history checks on volunteers, interns and vendors. In addition, per HCJPD policy, the department performs initial and annual criminal history checks through NCIC/TCIC. Any request to provide volunteer, intern or vendor services may be denied or if already providing services, may be terminated at any time for any reason. **This form must be completed and signed by the applicant prior to processing both initial and annual criminal history checks.**

SUBMISSION INSTRUCTIONS

HCJPD background check forms contain three parts, which are used to process checks in three separate databases. **All forms (Part A, Part B, and Part C) must be completed in full (including duplicate information). Part A and B forms both require a signature and date. Any incomplete applications will not be processed.**

Email this form to CriminalHistoryCheck@hcjpd.hctx.net OR fax this form to 832-927-0363.

REFERRING AGENCY INFORMATION

Community Partner/Vendor Name:	
Community Partner/Vendor Primary Contact Name:	
Community Partner/Vendor Primary Contact Email:	

PURPOSE OF CRIMINAL CHECK

<input type="checkbox"/> New Volunteer	<input type="checkbox"/> Annual Renewal Volunteer
<input type="checkbox"/> New Vendor	<input type="checkbox"/> Annual Renewal Vendor

VOLUNTEER OR VENDOR INFORMATION

PLEASE ENTER YOUR FULL LEGAL NAME BELOW

FIRST		MIDDLE		LAST	
STREET ADDRESS			CITY	STATE	ZIP
DATE OF BIRTH	SOCIAL SECURITY #	ID Card# / Driver's License #		Issuing State	GENDER
APPLICANT PRIMARY TELEPHONE #			APPLICANT EMAIL ADDRESS		

SCREENING QUESTIONS

Have you ever been employed by the HCJPD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when (month/year)?	Which HCJPD location were you last employed?
Have you had a JPO or JSO Certification revoked by the Texas Juvenile Justice Department?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have a family member under the supervision of HCJPD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on probation, parole or community supervision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of any crime against a child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have pending charges of any crime against a child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently a registered sex offender?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any charges of a sexual nature pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently under investigation for abuse, neglect or exploitation of a person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been civilly or administratively adjudicated for abuse, neglect or exploitation of a person?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional screening questions and signature page are located on page 2.



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Please describe below your professional credentials, training, and education and/or life experiences. This is required and must be completed to process your request.

Please describe your personal and professional accomplishments. Also, please attach a resume if available.

What would make you a good candidate for the Credible Messenger program?

How have you engaged with the juvenile justice system or worked with at-risk and delinquent youth? Please describe below.

CRIMINAL HISTORY CHECK AUTHORIZATION

By virtue of my signature, I certify the name, address, personal descriptive information is accurate as recorded on this document and I hereby authorize the HCJPD to perform a criminal history background check.

Signature of Applicant: _____ Date: _____

Applicant must provide handwritten signature, no electronic signatures will be accepted

HCJPD USE ONLY- APPLICANT DO NOT WRITE BELOW THIS LINE

I certify that a records check has been completed on the above listed person. Applicant was found to be:

APPROVED **DENIED**

Signature of Staff Completing Check: _____ Date: _____

HCJPD ADMINISTRATIVE REVIEW

Reviewed by: **Executive Administration** **Committee**

APPROVED WITH NO RESTRICTIONS
 APPROVED WITH RESTRICTIONS (Describe nature of restriction): _____

DENIED
 Signature of Staff Completing the Administrative Review: _____ Date: _____



BACKGROUND CHECK FORM (Part B)
Child Abuse/Neglect Central Registry Check
Harris County Juvenile Probation Department

Legal Services and Public Affairs
1200 Congress
Houston, Texas 77002

I authorize the Harris County Juvenile Probation Department (HCJPD) to submit a request for a Texas Department of Family and Protective Services (DFPS) Central Registry Abuse and Neglect check on me as required by the Prison Rape Elimination Act (PREA) standards and HCJPD Policies relating to enlisting the services of any volunteer, intern, or service provider who may have contact with residents in juvenile facilities.

I understand DFPS maintains a central registry of reported cases of child abuse and neglect, which includes, information gathered during Child Protective Services (CPS), Child Care Licensing (CCL), and Adult Protective Services (APS) facility investigations of child abuse and neglect that resulted in a disposition of "reason to believe" for CPS and CCL cases or "confirmed and validated" for APS cases.

I understand that I will not clear the Central Registry check if:

- I have the role of designated perpetrator or sustained perpetrator in an investigation included in the registry; or
- I am involved as an alleged perpetrator in an open child abuse or neglect investigation being conducted by DFPS.

As the subject of the request, I have the right to receive the results of the check and to share them with any third party.
 I further understand if the check results in a match as described above, DFPS will only send the results directly to me via mail or email.

Please complete each field below, ALL INFORMATION IS REQUIRED to process the requested Central Registry Check; missing information may result in a delay of the request.

FIRST NAME	MIDDLE NAME	LAST NAME

Other names or spellings used (married, maiden, alias etc.) – First, Middle, Last (continue on back as need)

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CURRENT ADDRESS	CITY	COUNTY	STATE	ZIP CODE

SOCIAL SECURITY NUMBER	DATE OF BIRTH	GENDER	PRIMARY DAYTIME TELEPHONE #
		<input type="checkbox"/> Female <input type="checkbox"/> Male	Type: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Business/Work

ETHNICITY	RACE
<input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Unable to Determine	<input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Unable to Determine <input type="checkbox"/> White

List all known physical addresses for the past 10 years (continue on back if needed)

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VENDOR/VOLUNTEER ACKNOWLEDGEMENT

I certify that there are no willful misrepresentations, omissions, or falsifications in the aforesaid statements and answers. I am aware that should any investigation disclose any misrepresentations, omissions, or falsifications, my request to provide services may be denied or if already providing services, may be terminated.

PRINTED NAME	EMAIL ADDRESS

SIGNATURE	DATE

Applicant must provide handwritten signature, no electronic signatures will be accepted



BACKGROUND CHECK FORM (Part C)
Fingerprint Applicant Services of Texas (FAST)
Harris County Juvenile Probation Department

Legal Services and Public Affairs
1200 Congress
Houston, Texas 77002

After clearing the initial required background checks in parts A and B, HCJPD requires fingerprint-based criminal history checks and enrollment in FAST for all volunteers, interns and vendors. Upon completion of the required orientation training, HCJPD Administrative Services Staff will schedule a FAST appointment based on the information completed below. **Please submit a copy of your driver's license, State ID or Passport with this Background Check Form (Proof of Identification).**

****IMPORTANT- Please Complete Information as it Appears on Your Proof Of Identification**
****You must bring this proof of identification to your scheduled FAST Appointment****

First Name	Middle Name (or list NMN)	Last Name	Suffix (Sr., Jr., III)
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Address (Must write FULL Address with Street, City, and Zip Code)

Is the address on your proof of identification the same as where you currently live? YES NO (If no, list current address.)

Have you ever used a maiden name or alias? YES NO (If yes, list all; please write FIRST MIDDLE LAST maiden name or alias.)

CITIZENSHIP

Date of Birth (MM/DD/YY)	Country of Birth	State/Province of Birth	Country of Citizenship
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PHYSICAL CHARACTERISTICS

Height (ft./in.)	Weight (lbs.)	Hair Color	Eye Color	Race	Gender
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CONTACT INFORMATION

Email Address	Primary Telephone #
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What is the name of organization/community partner/vendor you will be volunteering or providing services for within HCJPD?

FINGERPRINT APPLICANT SERVICES OF TEXAS (FAST) PROCESSING APPOINTMENT

HCJPD Administrative Services Staff must schedule a fingerprint appointment for you; attached (page 2) are the FAST processing appointment locations. Please list your preferred appointment location by location number and location name (for example, **LOCATION 3, HEMPSTEAD**), day of the week and time frame.

Preferred FAST Appointment Location	Preferred Day(s) of Week	Preferred Time of Day
2ND Choice FAST Appointment Location	Preferred Day(s) of Week	Preferred Time of Day

Proof of identification you will be providing for FAST appointment	<input type="checkbox"/> Driver's License <input type="checkbox"/> Commercial Driver's License <input type="checkbox"/> State ID <input type="checkbox"/> Passport
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Please **do not** email or fax this specific page (FINGERPRINT APPLICANT SERVICES OF TEXAS (FAST) PROCESSING LOCATIONS) in with your Criminal Background Application.

APPENDIX I.

FINGERPRINT APPLICANT SERVICES OF TEXAS (FAST) PROCESSING LOCATIONS			
LOCATION #	LOCATION ADDRESS	WEEKDAY HRS	SATURDAY HRS
LOCATION 1	BAYTOWN 4804 East Freeway, Baytown, TX	Mon - Thu 8:30 am-5:30 pm Fri- 8:30 - 6:00	8:30 am - 3:00 pm
LOCATION 2	DEER PARK 3717 Center St., Ste C, Deer Park, TX	Mon - Fri 8:00 am - 5:00 pm	None
LOCATION 3	HEMPSTEAD 701 Calvit St., Hempstead, TX	Mon - Fri 9:30 am - 4:00 pm	None
LOCATION 4	HOUSTON - KATY FREEWAY 11111 Katy Fwy, Ste 750, Houston, TX	Mon - Fri 8:30 am – 4:30 pm	None
LOCATION 5	HOUSTON - NORTH 8418 Veterans Memorial, Houston, TX	Mon - Fri 9:00 am - 4:00 pm	None
LOCATION 6	HOUSTON - NORTHWEST 20465 State Highway 249, Houston, TX	Mon - Fri 8:00 am - 5:00 pm	None
LOCATION 7	HOUSTON - SOUTH LOOP 3262 South Loop W, Houston, TX	Mon - Fri 8:00 am - 8:00 pm	8:00 am - 2:00 pm
LOCATION 8	HOUSTON - NW BELTWAY 11250 Charles Rd., Jersey Village, TX	Mon - Fri 8:00 am - 5:00 pm	None
LOCATION 9	KINGWOOD 4311 Kingwood Dr., Kingwood, TX	Mon - Thu 8:00 am - 6:00 am Fri 8:30 am - 5:00 am	9:00 am - 3:00 pm
LOCATION 10	LAKE JACKSON 145 Oyster Creek Dr., Ste 7a, Lake Jackson, TX	Mon - Fri 10:00 am – 5:00 pm	10:00 am - 6:00 pm
LOCATION 11	LAMARQUE – GULF PLAZA 11001 Delany St., Ste 15005, LaMarque, TX	Mon - Fri 8:00 am -5:00 pm	None
LOCATION 12	MAGNOLIA 32731 Egypt Ln., Ste 503, Magnolia, TX	Mon - Fri 8:00 am - 4:30 pm	9:00 am - 3:00 pm
LOCATION 13	PEARLAND 2010 East Broadway, Pearland, TX	Mon - Fri 8:00 am - 5:00 pm	9:00 am - 3:00 pm
LOCATION 14	SPRING 4405 Spring Cypress Road, Ste 112, Spring, TX	Mon - Fri 8:00 am - 8:00 pm	9:00 am - 3:00 pm
LOCATION 15	SUGAR LAND 13515 Southwest Freeway, Sugar Land, TX	Mon – Fri 8:30 am - 1:00 am; 1:30 am - 4:40 pm	None