

**Licensed Chemical Dependency Counselor Application –
Licensure by Reciprocity**

Mail your completed application packet with \$65 to:
Texas Department of State Health Services
Professional Licensing and Certification Unit – MC 2003
P O Box 149347
Austin, TX 78714-9347
(512) 834-6605 FAX (512) 834-6677

PHOTO

**IN THIS SPACE SECURELY
ATTACH PHOTO TAKEN
WITHIN THE PAST YEAR**

Please write your name and date of
birth on back of this photo

For Official Use Only
Budget #ZZ743
Fund #191

Section I – Personal Information

| | | | |
|------------------------|-----------|------------|----------------|
| | | | |
| Social Security Number | Last Name | First Name | Middle Initial |

Mailing Address

| | | | |
|------|-------|----------|--------|
| | | | |
| City | State | ZIP Code | County |

| | |
|--------------|---|
| () | Female <input type="checkbox"/> Male <input type="checkbox"/> |
| ☎ Home Phone | Gender |

| | |
|--------------|---------------|
| () | |
| ☎ Work Phone | Date of Birth |

Are You Bilingual? Yes No If Yes please specify: _____

Section II – Education & Credential Information

High School Graduate GED College

Name of College/University _____

Degree _____ (Associates, Bachelors, etc.)

Major _____ Minor _____

Name of Reciprocal Credential _____ Exp Date _____

Name of Issuing Authority _____

Address _____

Telephone Number _____

Ethnic Origin: African American Asian Caucasian
 Hispanic Native American Other

Section III - Criminal History

In accordance with 25 Texas Administrative Code, Chapter 140, Subchapter I, every applicant is required to submit fingerprints for the purpose of obtaining a criminal history check from both the Department of Public Safety (DPS) and the Federal Bureau of Investigations (FBI). This is accomplished through the Fingerprint Applicant Services of Texas (FAST) process. Enclosed with this application is a "FAST Fingerprint Pass" for you to use to submit your fingerprints. Please follow the instructions on the pass carefully. **Do not request fingerprint cards. Your fingerprints will be submitted electronically. Please include a copy of your receipt or written confirmation of your fingerprint submission with this application.**

Section IV - Statement of Understanding Please initial each item and sign where indicated.

_____ I hereby authorize any organization(s), entities or person(s) named in this application to release to the Texas Department of State Health Services (DSHS) any information they may have regarding me.

_____ I understand that all information provided on this application is true and correct to the best of my knowledge, and that intentionally false or misleading statements on this application may result in my being declared ineligible for licensure.

_____ I understand that data from my application may be used for statistical purposes.

_____ I understand that the licensure documentation will become the property of DSHS.

_____ I understand that all application and licensure fees are non-refundable.

_____ I agree to abide by the ethical standards contained in the LCDC licensure rules.

By signing this application I have read Title 25, Texas Administrative Code, Chapter 140, Subchapter I, and I accept responsibility for remaining knowledgeable of licensure rules, including revisions.

Applicant's Signature

Date

Subscribed and sworn to before me this _____ **day of** _____ **20** _____

Notary Public in and for _____ **County, state of** _____

My certificate expires _____

Notary Public



APPLICANT DSHS-LCDCP License Chemical Dependency Counselor Program

This document is your *FAST Fingerprint Pass* for a state and national criminal history record check. Please schedule a fingerprint appointment by visiting <http://www.identogo.com> or by calling 1-888-467-2080. **When scheduling an appointment you will be prompted by Identogo for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. During your Fingerprint appointment you will also be prompted for Social Security Number and Driver License Number. Requested data is required by the Texas Department of Public Safety to process your background check.** These data elements have been omitted from this document in order to better protect the security of your personal information. You may pay for *FAST* services online with a credit card or onsite with a check or money order only. Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Logon to http://www.identogo.com 2. Select: Texas 3. Select: Online Scheduling 4. Select: English or Espanol 5. Enter: First and Last Name 6. Select: All Others | <ol style="list-style-type: none"> 7. Select: Option A – Electronic Submission 8. Select: Yes, I have a FAST Fingerprint Pass 9. Enter: TX921170Z 10. Enter: Applicant ID: AD - 11. Follow the prompts to enter requested information. 12. Bring this completed form with you to your appointment. |
|---|--|

Section One: Qualified Entity Information

ORI#: [TX921170Z](#) Application ID: AD-_____ Original TCN: _____
(first initial, last initial, date of birth in MMDDYYYY format) (If resubmission for rejected fingerprints)

Agency/Entity/Organization Name: DSHS – License Chemical Dependency Counselor Program

Section Two: Applicant Name (To be completed by applicant)

Last: _____ First: _____ Middle: _____
(Please print) (Please print) (Please print)

Section Three: Waiver Information (To be signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Signature: _____ Date: _____

Section Four: Service Center Information (To be completed by FAST Enrollment Officer)

Date Prints Taken _____ Amount Charged For Service: **\$9.95**

Paid by: Check Money Order Visa MasterCard Billing Acct _____

TCN: _____

I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION; I HAVE FINGERPRINTED THE SAME PERSON.

E.A. Name: _____ E.A. Signature: _____
(Please print)

Licensed Chemical Dependency Counselor Reciprocity Application Check List

A completed application for reciprocity is one that consists of the following:

- Application and Background Investigation fee of \$65.00 (cashier's check or money order); Payable to DSHS. **Applications will not be processed without the total fee of \$65.00**
- Completed application signed, dated and notarized;
- A recent full-face wallet sized photo attached to application;
- Two letters of recommendation on letterhead, dated and signed from Qualified Credentialed Counselors (QCC);
- Confirmation of submission of fingerprints via FAST process (see page 3 of application);
- A current copy of your reciprocal state certification or license;
- An official college transcript showing approved college degree.

Refer to the program rules for a complete description of reciprocity requirements.

Instructions for Completing the Licensed Chemical Dependency Counselor Reciprocity Application

Section I

Please print all requested information.

Section II

Official transcripts must be original and contain an official seal and registrar's signature.

Attach a copy of your current certification or license and provide the information about the state certification or license that you hold. If possible, also include a written verification of your license from the issuing authority.

Section III

Criminal History – Follow the instructions for the submission of fingerprints.

Section IV

Read the Statement of Understanding before signing and notarizing application.

The review process for a reciprocity application consists of the following:

1. Written verification that your out of state certification/licensure is current and in good standing;
2. Texas Department of Public Safety background check;
3. FBI background check.