Request for a Criminal History Evaluation Letter

Please submit a separate form for EACH license type for which you wish your criminal history to be evaluated.

Be sure to sign and date the last page and have it notarized.

Failure to list all criminal history is grounds for board or program to invalidate your criminal history evaluation letter.

All fees paid to HHSC are non-refundable. The criminal history evaluation letter fee for EACH type of license is $50.00. Please attach a separate check or money order for EACH type of license for which you are requesting a criminal history evaluation letter. Write the correct Budget code and Fund number on your check or money order.

Mark "X" beside the board or program name and beside the type of license for which you wish your criminal history to be evaluated.

	Budget ZZ743 Fund 191	**Chemical Dependency Counselors Program** **___ LCDC ___ CI**
	Budget ZZ115 Fund 155	**Professional Counselors, Texas State Board of Examiners of** **___ LPC ___ LPC Intern**
	Budget ZZ128 Fund 103	**Marriage and Family Therapists, Texas State Board of Examiners of** **___ LMFT ___ LMFT Associate**
	Budget ZZ131 Fund 165	**Social Worker Examiners, Texas State Board of** **___ LCSW ___ LMSW ___ LBSW**

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Application Page

Follow the instructions below to complete the application. Please submit a separate form for EACH license type selected. Be sure to sign and date the last page and have it notarized. Failure to list all criminal history is grounds for board or program to invalidate your criminal history evaluation letter. All fees paid to HHSC are non-refundable. The criminal history evaluation letter fee for EACH type of license is $50.00. Please attach a separate check or money order for EACH type of license. Write the correct Budget code and Fund number on your check or money order.

Legal Name: _____
Last First Middle

Maiden Name: _____
Last First Middle

Other Names Used: _____

Mailing Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Phone: _____ **E-mail:** _____

Date of Birth: _____ **Social Security Number:** _____

Driver's License Number and State Issued: _____

Have you previously held this type of license in Texas? ____ **Yes** ____ **No**

If yes, provide license number(s)_____

Page A. List All Criminal Convictions – list all convictions in chronological (date) order (other than minor traffic offenses). *DUI/DWI is NOT a minor traffic offense.* If you have no convictions, write "None" on the form and submit it with this application.

Page B. List all Deferred Adjudications (completed or pending) - list all offenses for which you received deferred adjudication in chronological (date) order. If you have no deferred adjudications, write "None" on the form and submit it with this application.

Page C. List all arrests which did not result in a conviction or a deferred adjudication. If the case is still open/pending, you may want to wait until the case is finalized before completing this form and submitting the required fee. Please be aware that your letter will NOT address convictions or deferred adjudications which have not yet been imposed. If you have no arrests, write "None" on the form and submit it with this application.

Page D. List any cases for which you are currently on probation. If you have no deferred adjudications, write "None" on the form and submit it with this application. If you not currently on probation, write "None" on the form and submit it with this application.

Page E. Write down a detailed statement of the circumstances, along with anything you would like to tell us that would help explain your criminal history, for each of the offenses you disclosed on pages A-D.

Page F. Sign and date the form, and have it notarized.

Mail all eight (8) pages of this application, with the required fees, to:

HHSC Professional Licensing and Certification Unit, Mail Code 2003
P.O. Box 149347, Austin, Texas 78714-9347

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Page A. Criminal Convictions

- List all convictions in chronological (date) order (other than minor traffic offenses). *DUI/DWI is NOT a minor traffic offense.* If you have no convictions, write "None" on the form and submit it with this application.
- Attach a copy of the indictment and the disposition for each offense.

Date of Conviction	Offense	Level	Location	Federal or State?
Example: 10/1/2001	*DUI*	*Class A Misd*	*Anytown, TX*	*State*

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Page B. Deferred Adjudications

- List all offenses for which you received deferred adjudication in chronological (date) order. If you have no deferred adjudications, write "None" on the form and submit it with this application.
- Attach a copy of the indictment and the order granting deferred adjudication for each offense.

	Date of Deferred	Offense	Level	Location	Complete and Case Dismissed?
Example:	*10/1/2001*	*Theft*	*Class C Misd*	*Anytown, TX*	*Yes*

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Page C. Arrests which did not result in a conviction or a deferred adjudication

- List all arrests which did not result in a conviction or a deferred adjudication. If the case is still open/pending, you may want to wait until the case is finalized before completing this application and submitting the required fee. Please be aware that your letter cannot and will not address convictions or deferred adjudications which have not yet been imposed. If you have no other arrests, write "None" on the form and submit it with this application.
- If the case is not open/pending, attach proof.

	Date of Arrest	Offense	Level	Location	Status of case
Example:	*10/1/2001*	*Murder*	*Felony*	*Anytown, TX*	*Charges dropped*

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Page D. Cases for which you are currently on probation or parole

- List any cases for which you are currently on probation or parole, although you will have already listed them once on Form A or Form B above. If you not currently on probation or parole, write "None" on the form and submit it with this application.
- Attach a letter from your probation or parole officer showing that you are in good standing with the terms of your probation/release for each offense.

	Date Placed on Probation	Offense	Level	Name of Probation Officer	Phone Number
Example:	*10/1/2001*	*Murder*	*Felony*	*John Jones*	*512-555-1212*

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Page E. Detailed statement of the circumstances for each offense

- Write down a detailed statement of the circumstances, along with anything you would like to tell us that would help to explain your criminal history, for each of the offenses you disclosed on pages A-D.
- Attach any supporting documents you believe would help us to make the right decision about whether or not to issue you a license.

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Page F Signature Page

I understand that this is not an application for licensure.

I understand that any omission, misstatement or false statement on this form may cause my criminal history evaluation letter to be invalid and cause my license to be denied or revoked.

I have read the law and rules of the licensing board/program related to the license I am interested in obtaining.

I have read Texas Occupations Code, Chapter 53. Consequences of Criminal Conviction, and I understand the types of additional information and documents I may choose to provide as additional factors for the licensing agency to consider.

I have submitted all eight (8) pages of the application and all requested documents.

I understand that the $50.00 criminal history evaluation letter fee is non-refundable.

I understand that I may be required, at the discretion of the licensing board/program, to submit to an FBI fingerprint check before a criminal history evaluation letter can be issued, and that this will entail additional expenses.

I hereby assert that I am the person listed on the form; that I affirm that all the information I have provided on this form is true, complete and correct; and that I have read all the statements on this page and I understand them.

_____ _____

Signature Date

_____

Printed Name

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____,_____

MY COMMISSION EXPIRES_____.

_____

_____

NOTARY PUBLIC

SEAL