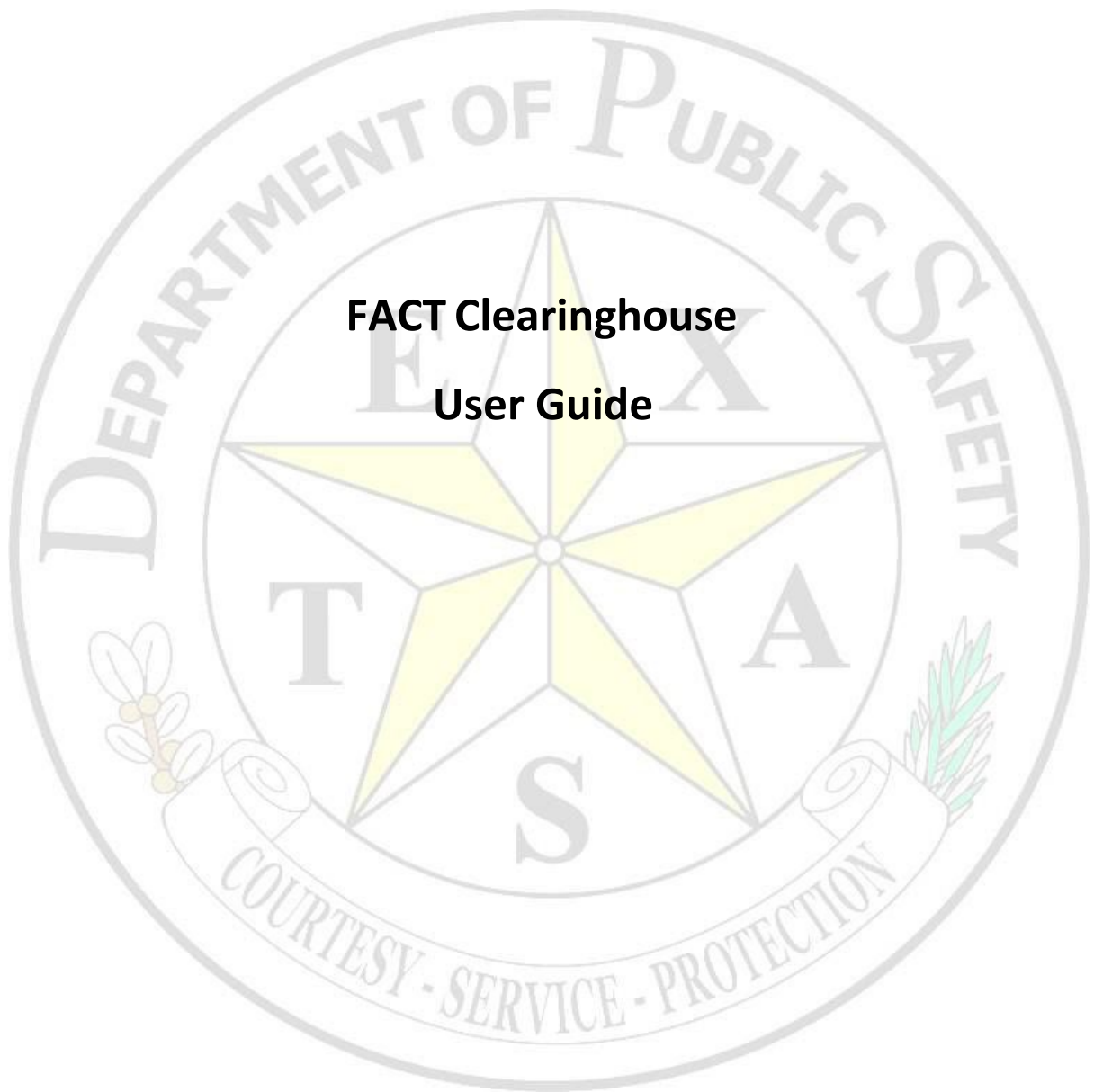


Texas Department of Public Safety
Crime Records Division



April 2025

Contents

Introduction.....	3
Signing In	3
Worklists.....	3
Accessing the Worklist.....	4
List of Applicants	6
Applicant Detail	7
Subscribing and Unsubscribing.....	8
Search.....	8
Editing Subscriptions	11
Subscription Key	11
Unsubscribe	12
Notifications	12
Notification Settings	13
Notification Page	13
Subscription Settings	14

Introduction

Texas Government Code 411.0845 enabled the Texas Department of Public Safety to create a criminal history clearinghouse and subscription service. Some highlights of the Fingerprint-based Applicant Clearinghouse of Texas (FACT) are: consolidated Texas and Federal Bureau of Investigation (FBI) criminal history responses, subscription services for like purposes, Texas Rap Back services, and, in the near future, FBI Rap Back services. It is important to note that you must use the Fingerprint Applicant Services of Texas (FAST) to participate in FACT.

This guide will describe how to access and use Worklists, how to subscribe and unsubscribe from an applicant, and how to set up notifications to changes in an applicant's status or history.

These steps assume the current user has an active Texas Department of Public Safety Crime Records Secure Website user account with appropriate permissions.

Signing In

Log in with your User ID and Password.

Open your browser. In general, current versions of popular browsers (Internet Explorer, Chrome, and Firefox) will work.

Once your browser is open, you will need to navigate to <https://securesite.dps.texas.gov/DpsWebsite/Index.aspx>.

On the secure site home page:

1. Enter your User ID.
2. Enter your Password.
3. Click "Sign in."

Upon signing in, your web browser may display a "Security Alert" dialog box. The security alert dialog box is displayed due to your browser security setting and is not an indication of errors or problems with your sign in. Click "Yes" or "Continue."

If this is your first time signing in, or if your password has expired, you may be prompted to change your password.

For more information regarding the use and administration of this website, please visit the Tutorial/User Guides section.

Worklists

A Worklist is a list of an agency's applicants who match a defined set of characteristics. For example:

- Subscribed applicant with new Texas Criminal History event
- New applicant with rejected prints - Texas and/or FBI
- New applicant with no Texas or FBI Criminal History
- New applicant with Texas or FBI Criminal History
- Subscribed Applicant with new FBI Criminal History event
- Subscribed FBI Rap Back applicants with a FBI Criminal History

Worklists only contain applicants that are in an open state. All applicants (opened, closed, subscribed or not subscribed) can be located using a name, date of birth, driver license, state ID number (SID), or agency-assigned identifier (called a miscellaneous number [MNU]).

Accessing the Worklist

To access the applicant's record, click "View Worklists."

Texas Department of Public Safety
Courtesy ~ Service ~ Protection

TXDPS CRS | FACT CLEARINGHOUSE

[Sign out](#) | [Support](#) | [Print](#)

FACT Clearinghouse

- Home
- View Worklists
- Search FACT Clearinghouse
- Purchase Credits
- Notification Settings
- Offline Applicant Management
- FBI Rap Back Resources
- Administration**
- Account Management
 - New User Sign up
 - My Account
 - Message Center
 - Help & Support
- Additional Services
 - Criminal History Search
 - Sex Offender Registry
 - FACT Clearinghouse

FACT Clearinghouse

New Users

- [New User Sign up](#)
- [Access and Dissemination Policy](#)

Current Users

- [View Worklists](#) **Link to Worklist Page**
- [Search FACT Clearinghouse](#)
- [Offline Applicant Management](#)

What is FACT Clearinghouse?

The FACT Clearinghouse is a repository of the DPS and the FBI fingerprint-based criminal history results. The FACT Clearinghouse allows an authorized entity access to a consolidated response of the DPS and FBI criminal history fingerprint results, including an electronic subscription and notification service for new arrest activity on subscribed persons.

Only persons processed through Fingerprint Applicant Services of Texas (FAST) are eligible for FACT. FAST is a service of the DPS that provides the electronic capture and submission of fingerprints for a fingerprint background check.

Fingerprint-Based Search Results

The criminal records stored at the DPS and the FBI are based on fingerprints submitted at the time of arrest. The DPS and the FBI use Automated Fingerprint Identification System (AFIS) data to search for fingerprints.

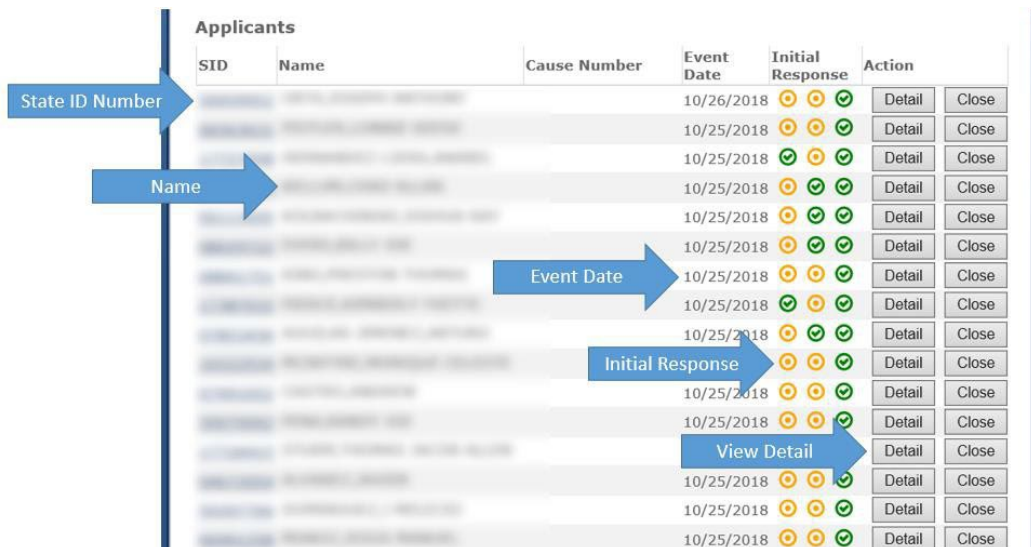
The first time you access the Worklist page, you will be shown a "Read Me" pop-up window that describes what a Worklist is. Once you are comfortable with this information, you can turn off this message.

Applicant Type

[Link to Worklist](#)

List of Applicants


This page describes the list of applicants associated with the Worklist. The page lists the state identification number, the applicant's name, and the event date, which may be different from the fingerprint submission date. Clicking "View Detail" brings up the applicant detail page.



Applicants							
SID	Name	Cause Number	Event Date	Initial Response			Action
			10/26/2018	○	○	✓	Detail Close
			10/25/2018	○	○	✓	Detail Close
			10/25/2018	✓	○	✓	Detail Close
			10/25/2018	○	✓	✓	Detail Close
			10/25/2018	○	✓	✓	Detail Close
			10/25/2018	○	✓	✓	Detail Close
			10/25/2018	○	✓	✓	Detail Close
			10/25/2018	○	○	✓	Detail Close
			10/25/2018	✓	○	✓	Detail Close
			10/25/2018	○	✓	✓	Detail Close
			10/25/2018	○	○	✓	Detail Close
			10/25/2018	○	○	✓	Detail Close
			10/25/2018	○	○	✓	Detail Close
			10/25/2018	○	○	✓	Detail Close
			10/25/2018	○	○	✓	Detail Close
			10/25/2018	○	○	✓	Detail Close
			10/25/2018	○	○	✓	Detail Close
			10/25/2018	○	○	✓	Detail Close
			10/25/2018	○	○	✓	Detail Close

The initial response section gives a quick overview of the applicant's results. This can be used to determine whether you should click "View Detail."

The initial response section has three columns. The first column describes the result from the Texas Computerized Criminal History (CCH) records; the second, the result from the Federal Bureau of Investigation (FBI); and the third, the result from the Sex Offender Registry (SOR). *** After 1-month, applicant submission indicators are not available and are "greyed out".**



The diagram illustrates the 'Initial Response' section. It features three blue arrows pointing right, each labeled with an entity: 'Texas', 'FBI', and 'SOR'. To the right of each arrow are two circular icons. The 'Texas' row has an orange circle with a white dot and a green circle with a white checkmark. The 'FBI' row has an orange circle with a white dot and a green circle with a white checkmark. The 'SOR' row has a green circle with a white checkmark. The 'Initial Response' text is in a grey box at the top right.

Entity	Initial Response
Texas	○ ○ ✓
FBI	○ ○ ✓
SOR	○ ○ ✓


A key at the bottom of the page identifies the meaning of the icons.

Key	
Applicant submission indicators display the HIT/NOHIT status at the time the applicant submission was processed. Current HIT/NOHIT status must be determined by reviewing the Applicant Record Detail.	
Applicant Submission Indicators correspond to responses from CCH, FBI & SOR respectively.	
Applicant Submission Indicators:	
•	✓ There was no criminal history in the response.
•	○ A Criminal History was found in the response and should be reviewed.
•	✗ The Fingerprint event was rejected and must be resubmitted.
•	⌚ The response has not yet been submitted and/or returned.
•	○ After 1-month, applicant submission indicators are not available and are displayed as this indicator.

Applicant Detail

The applicant detail page describes information such as the applicant's SID, name, and MNU.

The page also provides special information, which is highlighted using a green background.

Worklists	Worklist Applicants	Applicant Details																		
Applicant Detail																				
<ul style="list-style-type: none">View WorklistsView Worklist DetailSearch Applicants																				
What would you like to do?																				
<ul style="list-style-type: none">Mark this record as Closed ⓘManage this Record's Subscription ⓘValidate SubscriptionView this Record's Texas & FBI Criminal Histories																				
																				
<table><tr><td>SID</td><td></td></tr><tr><td>NAME(S)</td><td></td></tr><tr><td>BIRTH DATE(S)</td><td></td></tr><tr><td>SEX</td><td></td></tr><tr><td>RACE</td><td></td></tr><tr><td>DL NUMBER</td><td></td></tr><tr><td>FBI#</td><td></td></tr><tr><td>SOCIAL SECURITY NUMBER(S)</td><td></td></tr><tr><td>ACTIVE APPLICANT STATUS</td><td></td></tr></table>			SID		NAME(S)		BIRTH DATE(S)		SEX		RACE		DL NUMBER		FBI#		SOCIAL SECURITY NUMBER(S)		ACTIVE APPLICANT STATUS	
SID																				
NAME(S)																				
BIRTH DATE(S)																				
SEX																				
RACE																				
DL NUMBER																				
FBI#																				
SOCIAL SECURITY NUMBER(S)																				
ACTIVE APPLICANT STATUS																				
<div>Your Agency Is Subscribed Your agency is subscribed to this applicant and will receive notification for certain events.</div> <div>Applicant Record Is Open This applicant is new or the subscription of your agency has indicated a status change. Close the Applicant once the record has been reviewed.</div>																				

Special Information

At the top of the applicant's detail page, there are links that let you close the record, manage the record's subscription, validate the subscription, and view the applicant's criminal history.

Applicant Detail

- [View Worklists](#)
- [View Worklist Detail](#)
- [Search Applicants](#)

What would you like to do?

- [Mark this record as Closed](#) ⓘ
- [Manage this Record's Subscription](#) ⓘ
- [Validate Subscription](#)
- [View this Record's Texas & FBI Criminal Histories](#)

Criminal Histories

Clicking this link displays both the Texas and FBI Criminal Histories.

Texas Criminal History			
DLU			
RESPONSE TYPE	<input checked="" type="radio"/> HIT		
ARREST SUMMARY			
DATE OF ARREST	SEQUENCE CODE	TRACKING NUMBER	AGENCY DESCRIPTION

FBI Criminal History	
RESPONSE DATE	
APPLICANT PURPOSE	
RBTD	
RESPONSE TEXT	

Subscribing and Unsubscribing

The first step in subscribing to applicants is to locate their entry.

Search

You can find an applicant's entry in two ways. There is a search function on the Worklists page.

Texas Department of Public Safety
Courtesy ~ Service ~ Protection

TXDPS CRS | FACT CLEARINGHOUSE

(Choose) | Sign out | Support | Print

Worklists | Worklist Applicants | Applicant Details

FACT Clearinghouse

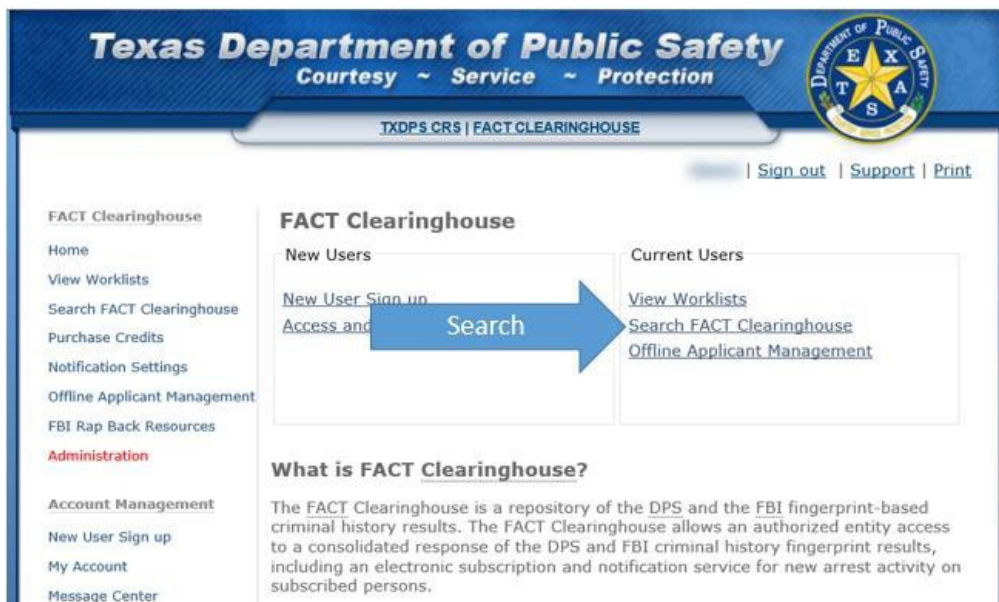
- Search FACT Clearinghouse
- Notification Settings

Show Read Me

Worklists

Applicant Type	Applicant Description	Worklist	Applicants
TXFACT00Z	ISD CONTRACTOR	REJECT_CCH	84
		REREQUEST_FBI	10
		NEW_HIT	83,860
		NEW_HIT_SOR	135
		NEW_NOHIT	175,737
		NEW_OTHER	22
		REJECT_FBI	33
		REJECT_FBI_MULTIPLE	2
TXFACTV0Z	ISD VOLUNTEERS	REJECT_CCH	15
		REREQUEST_FBI	17
		NEW_HIT	2,621
		NEW_NOHIT	21,328
		NEW_OTHER	

There is also a link on the FACT Clearinghouse main page.



To search, you'll need to know, **at a minimum**, the applicant's **last name** and **first name**.

In addition to the first and last names, you can search by birth year, birth month, birth day, or any combination of the three.

Applicant Search

Read Me

You can search for applicants directly associated with your organization or for applicants in the FACT Clearinghouse that are indirectly associated with your organization.

Once an applicant has been found, you may review their Consolidated Response and then optionally subscribe to their record.

If you are unable to locate an applicant, they may not be part of FACT Clearinghouse or may be under a different name or not accessible to your agency.

Name to Search

Instructions

When entering names, do not enter nicknames or initials.

Last Name (Required)

First Name (Required)

Date of Birth Year

Date of Birth Month

Date of Birth Day

Last and First Name

Search

Below the Name and Date of Birth, you can search by SID, driver's license number, or MNU.

SID Search

Notes

The SID is a unique ID assigned by DPS. If you know this value, this is the best method for locating an applicant.

SID (Required)

Search

Driver's License Search

Instructions

When entering the driver's license do not enter the state, only enter the numeric or Alphanumeric portion (depending on the issuing state).

Driver's License (Required)

Search

MNU / Subscription Key Search

Notes

The MNU is an identifier assigned by an agency when an applicant has been submitted to the FACT Clearinghouse by the agency. This will also search the Subscription Key associated with your Subscriptions.

MNU (Required)

Search

Editing Subscriptions

Clicking “Manage this Record's Subscription” will bring up a pop-up window that will allow you to access and edit the subscription information.

Applicant Detail

- [View Worklists](#)
- [View Worklist Detail](#)
- [Search Applicants](#)

What would you like to do?



- [Mark this record as Closed](#) ⓘ
- [Manage this Record's Subscription](#) ⓘ
- [Validate Subscription](#)
- [View this Record's Texas & FBI Criminal Histories](#)

Here you can enable or disable subscriptions. The options on this page will change depending on what you're trying to do. When subscribing you must select the Applicant Purpose from the drop-down menu, This is the ORI you're accessing the record under.

Your Agency is not subscribed to this applicant and will not receive any notifications.

Subscription Detail

Applicant Purpose
(Required)

(Please select a value) ▼



Required

Subscription Key



Create Subscription

Subscription Key

When editing a subscription, you can add a subscription key. Note that this won't delete a current subscription key—all entries are saved in the system.



Unsubscribe

To unsubscribe, click the “Unsubscribe” button on the bottom right.


Your Agency is subscribed to this applicant and will receive notifications for certain events.

Subscription Detail

Applicant Purpose
(Required)

(Please select a value)   Required

Subscription Key



Unsubscribe

Unsubscribe

Save Subscription

A confirmation box will popup when disabling subscriptions to verify that you'll no longer be receiving notifications for the selected applicant.

Important note: Unsubscribing a record does not close it. Once you unsubscribe from a record you'll need to close it in order to remove it from your worklists.

Confirmation

You are about to unsubscribe to your Agency's FACT Clearinghouse Subscription.

This will also remove the FBI Rab Back Subscription if it exists.

This setting will be saved after you click Next or Save. Continue?

OK

Cancel

Notifications

In notification settings, notifications can be changed, and current notification recipients can be deleted or added to recipients who are currently in the system.

Please note: **Only supervisors should alter the notification settings.**

Notification Settings

Notification settings are available through the Notification Settings on the Worklists page.

Clicking “Notification Settings” will you take to the notification page.



Notification Page

If the “Sub” column is selected, a notification recipient will be notified only when an applicant is placed in that recipient’s account.

If the “Data” column is selected, a recipient will be notified when a qualifying event occurs. (A qualifying event is a change to the Texas Criminal History record and soon will include a change to the FBI Criminal History Information that results in an update that should be reviewed by the agency.)

Recipients can also be deleted from notifications.

Clicking “Add Subscription Setting” will allow you to assign notifications to an agency user.

Notification Settings

- [View Worklists](#)
- [Search FACT Clearinghouse](#)

Read Me

Instructions: Update notification settings using the checkboxes. Changes are automatically saved. To add a new setting, click the Add Notification Setting button. To delete, click the Delete Link of the corresponding recipients.

☒ Show only notification recipients with settings

Notification Recipient	Sub	Data	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete

Subscription Events

Qualifying Events

Delete User Settings

Add New User Settings

Add Notification Setting

Subscription Settings

In the “Add Subscription” pop-up window, the drop-down list contains a list of all notification recipients in the system. Once you’ve selected a recipient, you can set their notification status to “Subscription Events” or “Data Events,” or both. Click “Save” when finished.

The screenshot shows a pop-up window titled "Add Notification Setting" with a close button (X) in the top right corner. Inside the window, there is a "Notification Recipient" section with a dropdown menu. Below this, there are two sections: "Subscription Events" and "Data Events". Each section has a checkbox and a descriptive text. The "Subscription Events" checkbox is unchecked, and the "Data Events" checkbox is also unchecked. To the left of the window, there are two blue arrows pointing towards the checkboxes: one labeled "Subscription Events" pointing to the first checkbox, and another labeled "Data Events" pointing to the second checkbox. At the bottom right of the window is a "Save" button.

Add Notification Setting

Notification Recipient

Subscription Events

☐ Events that occur when a new subscription is created. This includes subscriptions that are created automatically (by the system) or manually (by the agency).

Data Events

☐ Events that occur when there is a new qualifying event in the Texas Criminal History.

Save