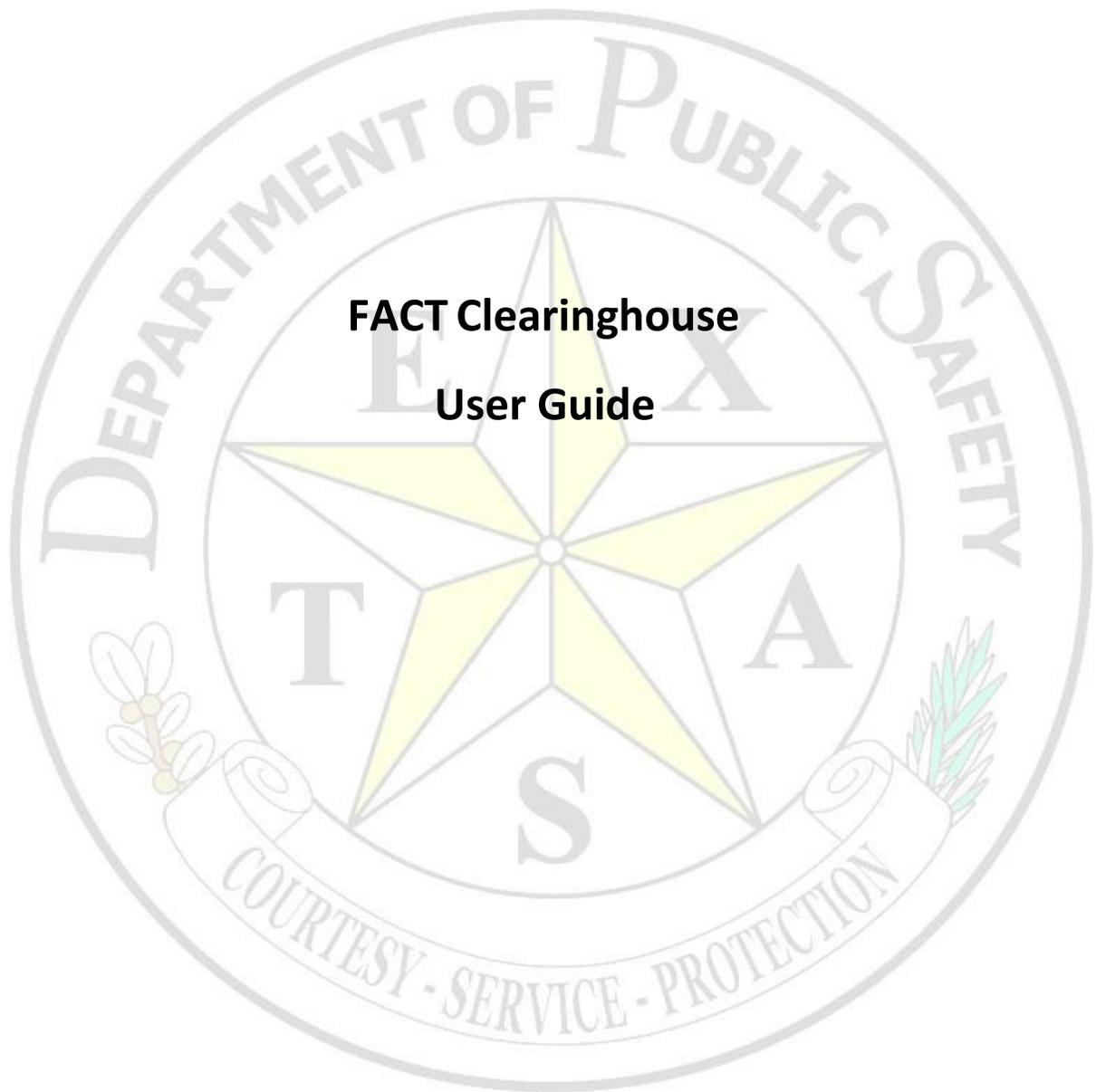


Texas Department of Public Safety
Crime Records Division



**FACT Clearinghouse
User Guide**

April 2025

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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

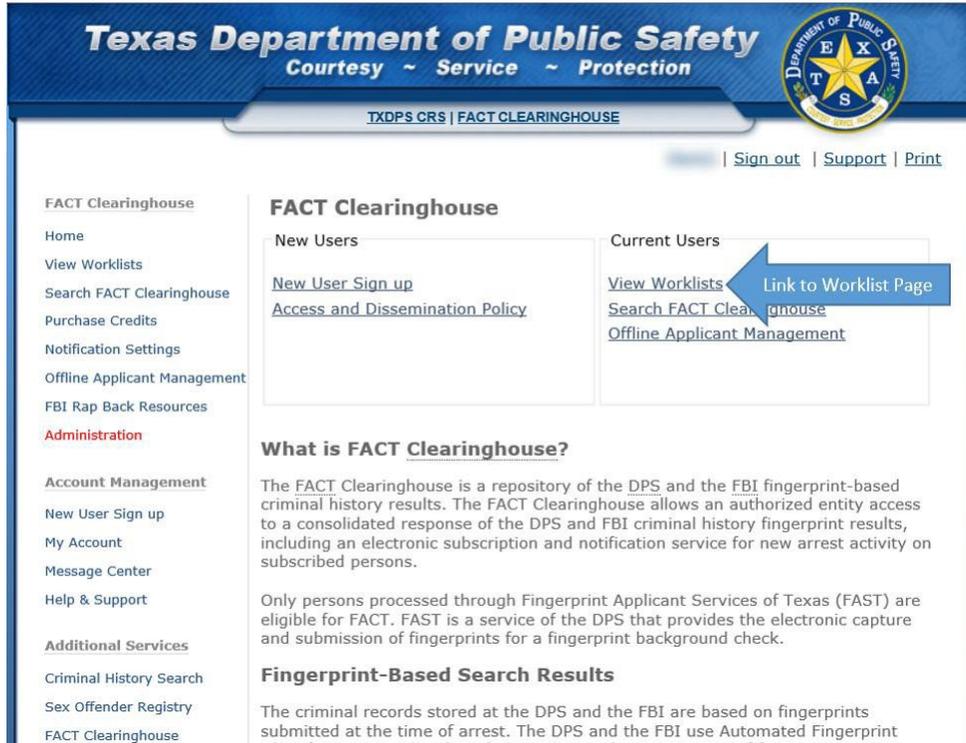
A Worklist is a list of an agency's applicants who match a defined set of characteristics. For example:

- 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.”



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.

The Worklist page consists of Worklists organized by applicant type. Any Worklist that contains open applicants will be displayed along with the number of applicants. If a Worklist is empty, it will not be displayed. Selecting a specific Worklist will display the applicants contained within that Worklist. A short description of each applicant type is included, and a link to each Worklist is displayed.

Worklists

[Search FACT Clearinghouse](#)
[Notification Settings](#)

[Show Read Me](#)

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	1
		REJECT_FBI	46
		REJECT_FBI_MULTIPLE	1
TX923467Z	LOCAL EDUCATION ENTITIES	REREQUEST_FBI	2
		NEW_HIT	11,252
		NEW_HIT_SOR	3

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.

The screenshot shows the Applicant Detail page with three navigation tabs: Worklists, Worklist Applicants, and Applicant Details. Below the tabs is the 'Applicant Detail' section with three links: View Worklists, View Worklist Detail, and Search Applicants. Under 'What would you like to do?', there are four links: Mark this record as Closed, Manage this Record's Subscription, Validate Subscription, and View this Record's Texas & FBI Criminal Histories. A form contains fields for SID, NAME(S), BIRTH DATE(S), SEX, RACE, DL NUMBER, FBI#, SOCIAL SECURITY NUMBER(S), and ACTIVE APPLICANT STATUS. A green highlighted box contains the following text:

Your Agency Is Subscribed
Your agency is subscribed to this applicant and will receive notification for certain events.

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.

A blue arrow labeled 'Special Information' points to the green box.

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 HIT

ARREST SUMMARY

DATE OF ARREST	SEQUENCE CODE	TRACKING NUMBER	AGENCY DESCRIPTION

FBI Criminal History

RESPONSE DATE

APPLICANT PURPOSE

RBTED

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](#)

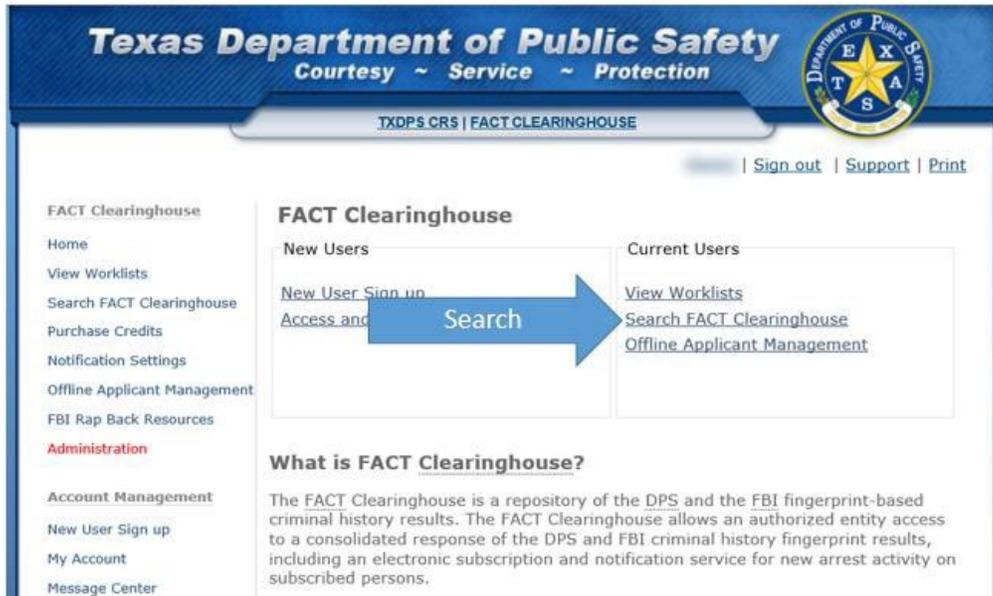
[Show Read Me](#)

Worklists

Applicant Type	Applicant Description	Worklist	Applicants
TXFACT00Z	ISD CONTRACTOR	REJECT_CCH	84
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TXFACTV0Z	ISD VOLUNTEERS	REJECT_CCH	15
		REREQUEST_FBI	17
		NEW_HIT	2,621
		NEW_NOHIT	21,328
		NEW_OTHER	-

Search →

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) ⓘ **Required**

Subscription Key ⓘ

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) ⓘ Required

Subscription Key ⓘ

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 [X]

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?

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

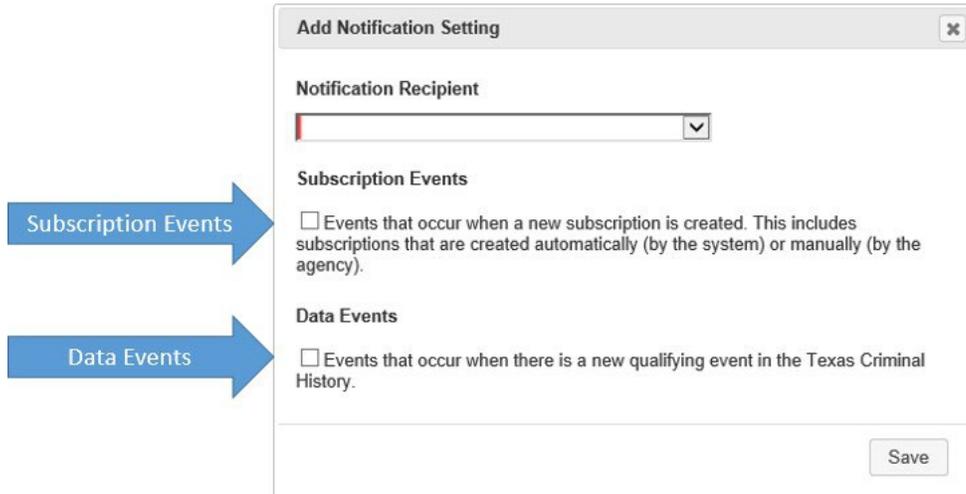
Instructions: Update notification settings using the checkboxes. Changes are automatically saved. To add a new setting, click the Add Notification Setting button. To delete, click the Delete Link of the corresponding recipients.

Show only notification recipients with settings

Notification Recipient	Sub	Data	
Subscription Events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Qualifying Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Delete User Settings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
Add New User Settings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
		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 image shows a screenshot of a software dialog box titled "Add Notification Setting". The dialog box has a close button in the top right corner. Below the title bar, there is a section labeled "Notification Recipient" with a dropdown menu. Below that, there are two sections: "Subscription Events" and "Data Events". Each section has a checkbox and a descriptive text. The "Subscription Events" section has a checkbox that is currently unchecked, and the text reads: "Events that occur when a new subscription is created. This includes subscriptions that are created automatically (by the system) or manually (by the agency)". The "Data Events" section also has an unchecked checkbox, and the text reads: "Events that occur when there is a new qualifying event in the Texas Criminal History". At the bottom right of the dialog box, there is a "Save" button. Two blue arrows point from the left towards the "Subscription Events" and "Data Events" checkboxes, with the labels "Subscription Events" and "Data Events" respectively.

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