

Fingerprint Background Check

The Judicial Branch Certification Commission (JBCC) Rules requires a criminal history record search by fingerprint submission in some guardianship cases. A Texas and a national search will be conducted through the Federal Bureau of Investigation (FBI). Please note that in the cases where a fingerprint background check is required, the process must be completed after a guardianship application is submitted, but before a prove-up hearing can be set.

Before completing this requirement, please first ensure it applies to you.

If you are an applicant and your attorney has not instructed you to do the following, please first confirm with your attorney that this step is required in your case.

The below process only needs to be completed in the following situations:

- You are applying for a Guardianship of the Person and/or Estate and the proposed ward's estate exceeds \$50,000, or
- You are applying for a Guardianship of the Person and/or Estate and you reside outside of the State of Texas

Fingerprint Instructions:

- Access the fingerprinting materials at the following web address:
<https://uenroll.identogo.com/>
- Enter the County's Service Code
 - Please request this from your attorney or contact the Probate Clerk's Office at 972.548.6463 to obtain this Service Code.
- Select "Schedule or Manage Appointment"
- Please proceed through the registration process by entering the relevant information
- Repeat this process for both co-guardians in a co-guardianship, creating separate appointments for each registration
- Attend your scheduled appointment and complete the fingerprint process

The length of processing time for the fingerprint background checks can vary and the process is not completed by the Court or Clerk's Office itself.

Please wait **at least 10 days** before reaching out to the Probate Clerk's Office and checking on the status of the fingerprints.

The results will be sent directly to the Probate Clerk's Office, and a report of these results will be provided to the Court prior to the hearing.

Frequently Asked Questions:

- Question: I had a fingerprint background check done when I was hired by my current or a past employer, or for another reason. **Do I have to get fingerprints done again?**
 - Answer: Yes. They must be completed through Identogo as a part of the guardianship process.
- Question: **How much does it cost** to have this background check done?
 - Answer: This varies between each case and is not determined by the Court or Clerk's Office. Fees must be paid to Identogo either when you schedule your appointment to have your fingerprints taken, or when you show up to have them taken.

Thank you,
The Collin County Probate Court