



TEXAS DEPARTMENT OF SAVINGS & MORTGAGE LENDING

Douglas B. Foster
Commissioner

NOTICE FROM THE COMMISSIONER FINGERPRINTING PROCESS

The Department of Savings and Mortgage Lending allows for two options to satisfy the fingerprinting requirement for a license application:

- electronic submission for in-state applicants, and
- card submission for out-of-state applicants.

Electronic submission, because it preserves the chain of custody of the prints, and reduces handling time, processing errors, and fingerprint rejections, is the required method for submitting fingerprints by in-state applicants. In order to take advantage of the benefits of electronic submission, an applicant must have a FAST Pass issued by the Department. This document will **only** be issued after we have received and processed a license application and fee, and will be mailed to an applicant's home address as listed on the license application. Upon receipt of the FAST Pass, the applicant should immediately contact the provider listed on the FAST Pass to schedule an appointment to have prints taken, as any delay will add to the time required to review and complete the license application. If fingerprints were to be submitted before a FAST Pass was issued to the Department, the results would still be returned to us but, when during processing the Department discovers that there is no such individual in our records because an application had not yet been received and processed, the documents would be destroyed and, if such an individual were to apply, he or she would be forced to start the fingerprinting process over again.

An applicant that resides outside of Texas must comply with a national criminal background check through the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). The FBI and DPS have instructed us to carefully monitor the chain of custody as it pertains to fingerprint cards. Out-of-State applicants must request a fingerprint card from the Texas Savings and Mortgage lending (this department) in order to proceed with their background check. Fingerprint cards shall be obtained through this department by either emailing your request to licensing@sml.state.tx.us or calling us at 512-475-1350 or 877-276-5550. Once a request has been received you will be mailed a fingerprint card, Preserving the Chain of Custody form, and self-addressed envelope. After you receive the fingerprint card from this department, you must take them to a law enforcement agency to have your prints taken. The card must be submitted with all the fields for vital information completed, including your signature. Cards not signed by the applicant, or otherwise incomplete, will be rejected by the law enforcement agencies resulting in the applicant having to be fingerprinted again. Also, in order to preserve the "chain of custody", the complete application must be available when the prints are taken so that the person taking the prints may place the card, application, and necessary payment into the envelope addressed to the department and seal it. The department will only supply two fingerprint cards per applicant, no exceptions will be made.



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A background check will not be processed if the fingerprint card was not supplied by this department and if the Chain of Custody form was not properly executed. The following link contains the Chain of Custody form and instructions that will be mailed to you along with the requested fingerprint card: [Chain of Custody Instructions and Form.](#)

Department of Savings and Mortgage Lending
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