

Dear County Clerk,

Please be advised that due to the amount of time necessary for a county to be assigned an ORI number for the purposes of completing all fingerprint-based criminal history searches, the Texas Department of Public Safety (DPS) has recommended that guardianship applicants may arrange for an **FBI Personal Review** by using the following link: <https://www.edo.cjis.gov>.

The following two options are available for proposed guardians to obtain their national criminal history record information fingerprinting results:

1. An e-mail with a secure link and personal identification number.
 - a. The original confirmation e-mail is required to access the results.
2. First Class Mail via the U.S. Postal Service, if requested.

The JBCC recommends requiring the applicant to utilize option 2, when receiving their national criminal history record information, so that the applicant may be instructed to NOT open the results and bring them directly to the county clerk's office when received. This should reduce the chances of the applicant altering the criminal history record information in any way.

All proposed guardians must be re-fingerprinted when an ORI number is assigned to the county. The ORI number is what creates the county's subscription in the FACT Clearinghouse where the background check results are stored, and ensures the county receives any future event information after the proposed guardian has been fingerprinted.

If I can be of further assistance, please do not hesitate to contact me.

Have a wonderful day.