

FBI Background Check Instructions

TEXAS RESIDENTS

Acceptance to the Associate of Applied Science in Radiologic Technology program is conditional upon a clear Federal Bureau of Investigations check. Applicants must complete the following:

- Contact Identogo to submit fingerprints for background check. Identogo information: <https://www.identogo.com/> (online scheduling can only be done if you have a Yahoo, Gmail, or Hotmail account)
 - Enter your zip code and select your location
 - Click schedule appointment
 - Check option – FBI History Check and complete all steps of the application
 - Select background check for **personal use**.
 - Request fingerprint results be sent to your personal email, then send the results in PDF format to imaging@bshp.edu
**The applicant will pay the cost of completing the FBI fingerprinting and history check (approximately \$45).*
- If you do not have a Yahoo, Gmail, or Hotmail account or have problems with the application process:
 - Applicants need to call 877-783-4187 and state that they need an FBI nationwide background check for **personal use**.

Applicants with background check results that **do not** come back as ‘cleared’ must complete the following:

- Submit a pre-application ethics clearance completed by the Texas Medical Board.
<http://www.tmb.state.tx.us/idl/DA2603DE-CD7F-8A4C-6ACD-BBDF4CC0C431>.
**The applicant will pay the cost of completing the pre-application ethics review (approximately \$100).*

NON-TEXAS RESIDENTS

Admission for non-Texas residents is dependent upon the completion of the following:

- GroupOne background check: https://gp1.acciodata.com/cgi-bin/pub/unsolicited_portal?guid=C4mexn68MR59UxLp63yhZk0p5ya3UGte#select_products
**The applicant will pay the cost of the criminal background check (approximately \$45).*

Applicants with background check results that **do not** come back as ‘cleared’ must complete the following:

- Submit a pre-application ethics clearance completed by the American Registry of Radiologic Technologists (ARRT). <https://www.rrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf>.
**The applicant will pay the cost of completing the ARRT pre-application ethics review (approximately \$100).*