



TEXAS DEPARTMENT OF PUBLIC SAFETY
CRIME RECORDS SERVICE

Please sign in blue ink and mail to VolunteerNow

(Address at end of this document)

Authorized User Acknowledgement

- Authorized users approved by the Department to use the criminal history record information (CHRI) have regular access to confidential criminal history information as a part of their job duties.

- All authorized users must clearly understand that any unauthorized retrieval, use or dissemination of this confidential information is a violation of state law and can lead to the filing of criminal charges against the authorized user, in addition to cancellation of access to the Department of Public Safety (DPS) databases. Following is a copy of Texas Government Code Section 411.085, which describes the criminal penalties related to unauthorized retrieval, use, or dissemination of criminal history record information:

§ 411.085. Unauthorized Obtaining, Use, or Disclosure of Criminal History Record Information; Penalty

- a. A person commits an offense if the person knowingly or intentionally:
 1. Obtains criminal history record information in an unauthorized manner, uses the information for an unauthorized purpose, or discloses the information to a person who is not entitled to the information;
 2. Provides a person with a copy of the person's criminal history record information obtained from the department; or
 3. Violates a rule of the department adopted under this subchapter.
- b. An offense under Subsection (a) is a Class B misdemeanor, except as provided by Subsection (c).
- c. An offense under Subsection (a) is a felony of the second degree if the person:
 1. Obtains, uses, or discloses criminal history record information for remuneration or for the promise of remuneration; or

2. Employs another person to obtain, use, or disclose criminal history record information for remuneration or for the promise of remuneration.

d. The department shall provide each person who applies for access to criminal history record information maintained by the department with a copy of this section.

- Information regarding security requirements which must be followed by those who have access to CHRI is found in the Databases Access and Security Policy. The policy was provided to your organization at the time of application for access, and you may obtain another copy from the Department if necessary.

I acknowledge that I have read the above-mentioned law and policy applicable to my access to confidential criminal history record information and I understand their provisions. I further acknowledge that I am required to abide by the provisions of the above-mentioned law and policy.

Agency/Entity	Address	Phone Number
Social Security Number	Date of Birth	E-Mail Address
Printed Full Name (include 'birth name')	Signature	Date

“Access” is defined as physical access: The ability to receive, view, or discuss the Criminal History Record Information (CHRI) regardless of retrieval method from Texas Department of Public Safety.

Please Check One:

Internet login users:

Account Supervisor _____ Database User Only _____ Both Supervisor & Database User _____

No Internet login:

Access Only to CHRI _____ Supervisor for Access Only _____

Mail to: Volunteer Now ATTN: VERIFYI 2800 Live Oak St. Dallas, TX 75204	Need to add additional users? Each user requesting access must sign a completed User Acknowledgement.
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