Criminal Charges/Conviction Attestation

Occupational Licensing and Registration Division

Note: To complete this form, you must first save this document to your computer. Attach additional pages as necessary.

Section I: Basic Information

TCEQ License or Customer #	Last Name	First Name	Middle Name	Suffix

Last 4 of SSN	Email Address	Date of Birth	Maiden/Other Names

How will you submit your criminal history? Choosing one of the first two options (fingerprint subscription) will expedite the review of your criminal history, requires less paperwork, and may prevent additional delays. Once subscribed, it will apply to all licenses held and future renewals. **Please select one of the following**:

- ◯ I request to use the Fingerprint Search to document my criminal history.
  (Skip Sections II and III and sign and date the form. You will be contacted by TCEQ with further instructions.)
- ◯ I am currently subscribed to the agency's fingerprint option.
  (Skip Sections II and III and sign and date the form.)
- ◯ I attest that I have **never** been arrested or received a criminal conviction, deferral, or dismissal.
  (Skip Sections II and III and sign and date the form.)
- ◯ I submitted a Criminal Charges/Conviction Attestation **with TCEQ** and my criminal history has not changed since the last submittal.
  (Skip Sections II and III and sign and date the form.)
- ◯ I have been arrested or received a criminal conviction and have attached a Texas DPS report or court documents attesting to the criminal history.
  (You must attach an official copy of your DPS report or other court documents, and sign and date the form. This option may experience processing delays.)
- ◯ I have been arrested or received a criminal conviction and my history is listed in Section II and III.
  (You must complete Sections II and III, and sign and date this form. Use as many forms as necessary to document your criminal history. This option may experience processing delays.)

Section II: Conviction Information*

List all in-state and out-of-state convictions, including deferred or dismissed cases, above a Class C Misdemeanor regardless of age.

Date Convicted (Required)	Offense(s) Convicted Of (Required)			
Docket Number (if known)		Trial Date (if known)		
Court Where Convicted (if known)		Court Mailing Address (if known)		
City (Required)	State	County	ZIP	Phone Number

Section III: Arrest Information*

List all in-state and out-of-state arrests, regardless of age.

Date Arrested or Charged (Required)	County and/or Court where Charges are Pending (Required)		
Offense(s) Charged With (indicate felony or misdemeanor and class)			
Docket Number (if known)	Trial Date (if known)		
Name of Arresting Agency (if known)	Arresting Agency Mailing Address (if known)		
City (Required)	County	ZIP	Phone Number

*See Instructions on Page 3

I affirm that the above information is true and correct. I understand that fraudulent or falsified information could result in the denial of this application pursuant to Title 30, Texas Administrative Code, Section 30.33, or revocation of my license pursuant to Tex. Water Code, Section 7.303. Typing your name on the signature line below constitutes an electronic signature and is legally equivalent to your written signature. By signing, you authorize the use of your criminal history records in any criminal or administrative proceeding conducted by the Texas Commission on Environmental Quality or the State Office of Administrative Hearings.

Signature	Date

TCEQ Staff use only: _____No ERC Required _____ Eligible/Previously Eligible by ERC (#_____& Date _____)

_____Admin Approved ERC (Date _____) Other _____

THIS FORM IS NOT TO BE USED AS A CONSENT/AUTHORIZATION FORM.
Agency to retain this CCH Verification Form for DPS auditing purposes.

DPS Computerized Criminal History (CCH) Verification Form

Section 1: Applicant must acknowledge the information in Section 1. Signature & date
Applicant Name (Print):

I acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F https://statutes.capitol.texas.gov/.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is **not** allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process, I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online Crime Records General Information | Department of Public Safety (texas.gov) Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of $25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me. **Acknowledge by signing below.**

Applicant Signature:	Date:

Section 2: Agency use only. Must be completed by authorized personnel conducting search.
Agency Name: Texas Commission on Environmental Quality
Authorized User:
Signature of Authorized User:
Date of Name-Based CCH Search:

Section 3: Agency use only. CHRI Name Based Tracking information. Check all that apply.	
Purpose for CHRI Search.	☒ Applicant ☐ Volunteer ☐ Contractor ☐Other:
Is any part of CHRI stored by agency?	Reminder: DPS does not recommend storing any part of CHRI. ☐ NO, CHRI is not stored by agency. ☒ YES, CHRI is stored by agency.
CHRI Retention Period	☒ Temporarily Only ☐ Annual ☐None Stored/Saved ☐ Other:
CHRI Storage Method	☐ Physical/Printed (paper copy) ☒ Digital/Electronic (saved anywhere on device/computer)
CHRI Retention Purpose	Explain: Temporary storage only if ERC is required
Date CHRI Destroyed	
Destruction Method	Explain:

Form provided by DPS Crime Records Division Audit & Training Unit for agency use.
Revised 8/02/2024

Criminal Charges/Conviction Attestation Instructions

Section I: Basic Information

TCEQ or Customer License # – TCEQ issued license number or customer number
Last Name/First Name – As it appears on your government-issued ID
Middle Name – As it appears on your government-issued ID
Suffix – Jr., Sr., III, etc., as it appears on your government-issued ID
Last 4 of SSN – Last four digits of your social security number
Email Address – Email address at which we can contact you
Date of Birth – MM/DD/YYYY (Ex: 04/01/1978), as it appears on your government-issued ID
Maiden or Other Names – Maiden or other assumed names

Section II: Conviction Information

Date Convicted – Date of guilty verdict (MM/DD/YYYY)
Offense(s) Convicted of – List all in-state and out-of-state convictions, dismissals, and deferred cases. Include the class and level of charge — for example, First Degree Felony or Class C Misdemeanor.
Docket Number –The docket number of your court proceedings
Trial Date – The date of your trial (MM/DD/YYYY)
Court Where Convicted – The name of the court where you were convicted (Ex: Travis County Court #3)
Court Mailing Address/City/State/ZIP/Phone Number – The mailing address and phone number of the court where you were convicted

Section III: Arrest Information

Date of Arrest or Charge – Date of arrest or court appearance (MM/DD/YYYY)
County and/or Court Where Charges are Pending – The name of the county or court where charges are pending (Ex: Travis County or Travis County Court # 3)
Offense(s) Charged With (indicate felony or misdemeanor and class) – List all offenses you have been charged with here, including the class and level of charge (Ex. "Class A Felony" or "Class C Misdemeanor")
Docket Number – The docket number of your court proceeding
Trial Date – The date of your trial (MM/DD/YYYY)
Name of Arresting Agency – The name of the law enforcement agency that arrested you
Arresting Agency Mailing Address/City/State/ZIP/Phone Number – The mailing address and phone number of the agency that arrested you

*** If you cannot recall arrest(s) or conviction(s), you may go to one of the following websites and purchase a report to submit along with this signed form:**

- To locate the websites for courts in Texas: card.txcourts.gov/DirectorySearch.aspx
- Texas Department of Public Safety Public Criminal History Search: **publicsite.dps.texas.gov/ConvictionNameSearch/**

Contact Information:

Mailing Address:
Occupational Licensing Section, MC-178
P.O. Box 13087
Austin, TX 78711-3087

Phone: (512) 239-6133
Email: licenses@tceq.texas.gov
Webpage: www.tceq.texas.gov/licensing

Please submit this form to licenses@tceq.texas.gov or the mailing address above.