HOW TO GET TXDPS – Texas Department of Public Safety, click on this title

It will bring up a blue page with the following set up:

<table>
<thead>
<tr>
<th>Left side: look for</th>
<th>Right side: look for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on Driving License</td>
<td>There will be a picture</td>
</tr>
<tr>
<td>Look near bottom of page that comes up (blue background) and click on Ordering Driving Record</td>
<td>In the top middle column.</td>
</tr>
<tr>
<td>Follow the instructions provided. Very straightforward.</td>
<td>Click on Crime Records,</td>
</tr>
<tr>
<td></td>
<td>click on Criminal History Search (located left column),</td>
</tr>
<tr>
<td></td>
<td>click on Criminal History Conviction Search,</td>
</tr>
<tr>
<td></td>
<td>click on New user fill in the information.</td>
</tr>
<tr>
<td></td>
<td>Follow the directions</td>
</tr>
<tr>
<td></td>
<td>(Purchase credits for Type 2)</td>
</tr>
</tbody>
</table>

Search Requirements
To perform a criminal history record search you must create a CRS Public Website Account and purchase credits for each search you will perform.

Search Credits
How Search Credits Are Used: Do not open a record unless you are sure it is you.
One search credit will let you enter one search and view one matching record if there are any that match your search information. A search credit will still be used even if there are no matches or if you do not view a matching record.
Additional search credits will be used if you repeat the search with the same or different search information, or if you view more than one person's record in the search results list.

Purchasing Search Credits by Credit Card
Search Credits purchased by Credit Card cost $3.00 each, plus a convenience fee of 2.25% per credit which equals approximately $3.07 per search credit. Each time you purchase credits with a credit card you are charged a transaction fee of $.50 for each purchase regardless how many credits you are purchasing. Credits from credit cards will be available immediately.

Purchasing Search Credits by Check
Search Credits purchased by Check cost $3.00 each. Each time you purchase credits by mail you are charged a $1.25 convenience fee regardless how many searches you are purchasing. Credits from mailed checks will be available once payment is received.

How To Get The Best Results
It is important that the search parameters you enter into the system are accurate and complete as possible. The more information you enter the more ways the system can search the database. When you submit your search, you are able to enter:

- Last Name and First Name (Required)
- Middle Name (Optional)
- Complete Birth Date (month, day & year) (Optional)
- Partial Birth Date (month, day or year) (Optional)

The system will first attempt to locate records that match all the information you enter; these will be the highest ranked hits. The system will then try variations of the parameters you entered and stop once it is determined that the best matches have been returned. Because of the way that the system starts with a narrow search and then widens the search, it is beneficial to enter as much information as possible.

The system will try variations of your search criteria, including:
- Last & First name without the middle name.
- Last & First name with a matching middle initial, Name
- match with a matching birth month & day, Name match
- with a birth date 1 year before/after.

When entering your search, there are several things you should keep in mind:

- Do enter as much information as possible (including Middle name and Birth Date) Do.
- include a maiden name
- Don't enter nicknames.
- Don't enter initials or partial names.

Result: No Matching Records (this is the wording you want on your page)
It is possible that the name you search does not return any hits. When doing a Name Search it is your responsibility to determine if your result of 'No Hit' means there is no record to locate. There are several reasons you may receive no hits, including:

- The name you entered was misspelled.
- The name in the CCH is misspelled.
- The record you are looking for is not a public record.
- The record is not in CCH.

A Search Credit will be debited from your account for searches resulting in no matching records.

Result: One or More Possible Matching Records
The system uses a "Soundex" algorithm to match on similar sounding (but differently spelled) names. (eg. JESSE and JESSIE). Your search results will indicate how your search matches (Full/Partial Name and Soundex/Exact Match).

When reviewing the list of matching records it is recommended that you preview a record before opening the complete record. If you open a full record you will use your search credit. Preview allows you to review detailed descriptive information, including a photo, before being debited a credit. Each search allows access to one record. Opening additional records will debit additional credits from your account.