



CITY OF HOUSTON

Houston Police Department

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July 18, 2013

Charles A. McClelland, Jr.
Chief of Police



Wrecker Driver Licensee:

This letter serves as notice of two important changes related to the licensing process with the Auto Dealers Detail. **Please be advised that both of these changes will take effect on September 3, 2013.**

1. **Criminal Background Check** – In order to maintain compliance with State and Federal laws related to criminal background checks the following changes will be implemented.
 - a. **PATSA (Incident Management) Applicant** – Applicants (new and renewal) will be fingerprinted at the Houston Permitting Center by HPD's Identity Verification Unit (basement level). Subsequent to the fingerprints, the background check will be conducted by an officer assigned to the Auto Dealers Detail. Applicants will no longer pay a fee for the criminal background check.
 - b. **Private Property Applicant** – Before a private property license can be issued, all applicants (new and renewals) must report to a MorphoTrust location for fingerprint/criminal background check processing. **The fee for this process is \$41.45.** Within 72 hours, the Auto Dealers Detail will retrieve the results of the criminal background check and the private property license may be processed at that time. **You must call the Auto Dealers Detail 72 hours after the appointment to verify that the Auto Dealers Detail has received the background check.**
2. **Appointment Scheduling** – In order to adequately service all wrecker driver applicants, new, renewal and transfer licensing will be now be scheduled by appointment only. Appointments can be made via the web or by phone up to 28 days in advance.

Please refer to the back of this letter for answers to frequently asked questions. Additionally, instructions for criminal background checks and appointment scheduling have been included. Please feel free to contact the Auto Dealers Detail at 832-394-4800 with any questions.

Sincerely,

D. F. Hitzman, Lieutenant
Auto Dealers Detail



Frequently Asked Questions

Criminal Background Checks

Q. Why is this change necessary?

A. The Houston Police Department was mandated to change its policy in order to remain compliant with Federal Criminal Justice Information System (CJIS) policy.

Q. Why do the Private Property applicants have to pay for the criminal background? How much will this cost? How much of the fee is going to the City or the Auto Dealers Detail?

A. The Department of Public Safety (DPS) ruled that the HPD Auto Dealers Detail may conduct State and National Background checks for applicants working under a contract with the City of Houston (i.e. a PATSA). Per DPS and the FBI, all other regulatory licenses are viewed as a non-criminal justice purpose and, therefore, the background checks cannot be conducted by the Police Department. The background check will cost \$41.45. The City of Houston and the Auto Dealers Detail receive **no** money from this process. The \$41.45 fee is set by DPS, FBI and MorphoTrust and these entities receive the proceeds.

Q. If MorphoTrust has my fingerprints from another background search (Ex: Concealed Handgun License, etc) can Auto Dealers just use that search?

A. Unfortunately, due to CJIS policy, the Auto Dealers Detail is not allowed to view criminal background searches that did not originate with the Auto Dealers Detail.

Q. Will all license holders have to go for a new background check on September 3, 2013?

A. No. In fact, we do not want all license holders to report on September 3, 2013. Applicants will only complete the process during their renewal month or when applying for a new license.

Q. How do I make an appointment for a criminal background check?

A. Each applicant must obtain a FAST Pass form. The form is enclosed in this packet or is available on the Auto Dealers Detail website, at the Auto Dealers Detail's office or from any Auto Dealers Detail's officer. Refer to the instructions listed on the FAST Pass form to schedule an appointment. **You must bring the Fast Pass form with you to the appointment location.** Additional information can be found on the Auto Dealers Detail website at http://www.houstontx.gov/police/auto_dealers_detail/

Q. Where is MorphoTrust located?

A. There are approximately 11 locations within the Houston Metropolitan Area available for fingerprint/background processing. Please refer to www.identogo.com for specific locations.

Wrecker Licensing - Appointment Scheduling

Q. How do I schedule an appointment?

A. Appointments can be scheduled online at www.houstonpermittingcenter.org or via phone by calling the Auto Dealers Detail at 832-394-4800. Please refer to the enclosed instruction sheet for online appointment scheduling.

Q. What if I show up to Auto Dealers without an appointment?

A. Applicants with a scheduled appointment will receive first priority and will be processed at the scheduled appointment time. Depending upon the number of appointments filled, applicants without an appointment may not be processed within the same day.