# Vocational Rehabilitation Services Manual B-400: Completing the Comprehensive Assessment

Revised December 17, 2018

## B-405: Computerized Criminal History Checks

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### B-405-3: When Fingerprinting Is Needed

If multiple names come up in a CCH search, the VR counselor can use the CCH results only if:

* the customer can verify the details of the CCH;
* the VR counselor can verify the customer, based on the photograph that appears, is the correct individual to which the CCH refers to;
* the customer can be identified through any unique distinguishing marks or tattoos; or
* the customer can be identified through alternative forms of identity, such as a Texas photo ID number or Social Security number displayed on the CCH.

#### Fingerprinting

If verification cannot be made through the means listed directly above, the VR counselor contacts the State Office Program Specialist for Ex-Offenders to obtain a CCH through fingerprinting, at VR expense. Alternatively, the customer may go to DPS independently to obtain a CCH through fingerprinting; however, VR will not pay this cost.