

## Texas Central Registry Portal Guide for External Users

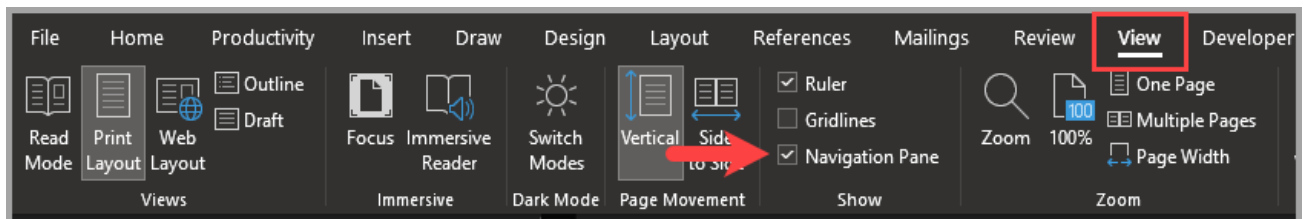
The purpose of this training is to provide information on how to submit a central registry check for a single user.

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### Navigation Instructions

To navigate this document, use the table of contents to jump to various sections. In addition to this navigation tool, you may view and move between sections by accessing the navigation pane. You can access the navigation pane by selecting 'View' and in the 'Show' section, checking the box for the 'Navigation Pane'.



## **Introduction of Central Registry Portal for single users**

The Texas Central Registry Portal allows individuals to submit an electronic request for a Texas central registry check. Once approved you will be granted access that will allow you to request a background check for yourself. When the check has been completed you will receive an email notification directing you to log into the secure site to view and print your background check.

***You are not permitted to request on behalf of someone else.*** The email address, name and SSN fields cannot be changed. Once an email address is used, that email address is locked in that account and cannot be reused.


Once your background check is submitted, you cannot make any changes for 7 calendar days. On the 8th day, you can resubmit your background check. Please note that the Central Registry Portal is for personal requests only. Once you create an account, there are some fields that will not be editable. Those include name, SSN, and email address.

For assistance, please Contact [DFPS TX Abuse Neglect BGC](#).

## Register as a New User for the MyDAP external portal

- 1) Access the Texas Central Registry portal through MyDAP by clicking on the following URL: <https://dfpsportal.dfps.texas.gov>
- 2) Click on **"Sign up now"**

My DFPS Application Passport

 Texas Department of Family and Protective Services

**System Use Notification**

Warning: This is a Texas Department of Family Protective Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

**Sign in with your username**

Username


Password

[Forgot your password?](#) [Forgot Username?](#)

[Sign in](#)

Don't have an account? [Sign up now](#) **2**

- 3) Select User Type **"Central Registry"**.

 Texas Department of Family and Protective Services

Select User Type:

I work for a DFPS Partner Organization

I am registering to submit an eReport

Central Registry (This option must be selected if you are registering to request central registry check on yourself) **3**

- 4) Enter: Username, New Password, Confirm Password, and Email Address.

- 5) Click on "**Send Verification Code**". You should receive an email that contains your verification code that you will enter.

Verify your email address


Thanks for verifying your [tomselleck@gmail.com](mailto:tomselleck@gmail.com)

**Your code is: 095414**

Sincerely,  
DFPSB2CUAT

- 6) Enter: **Name** (Please enter the name that you go by to create your account, later you will provide all legal names as well as aliases. You will not be able to edit or make changes to your name once the account is created.)
- 7) Enter: **Gender**
- 8) Enter: **Primary Phone**
- 9) Enter: **Address** (Please enter the address of your current residence.)
- 10) Enter: **Country/Region**
- 11) Enter: **State**
- 12) Enter: **County**
- 13) Click on "**Create**"

# Central Registry Portal External Training



Texas Department of  
**Family and Protective Services**

Select User Type:

I work for a DFPS Partner Organization

I am registering to submit an eReport

Central Registry (This option must be selected if you are registering to request central registry check on yourself)

Please provide the following details.

\*Username

\*New Password **4**

\*Confirm New Password

\*Email Address

**5** Send verification code

\*First Name

Middle Name **6**

\*Last Name

\*Preferred Name

Suffix

\*Gender **7**

\*PrimaryPhoneType **8**

\*PrimaryPhone

\*AddressType **9**

\*Street Address

\*City

Postal Code

\*Country/Region **10**

\*Country/Region

\*State/Province **11**

\*State/Province

County **12**

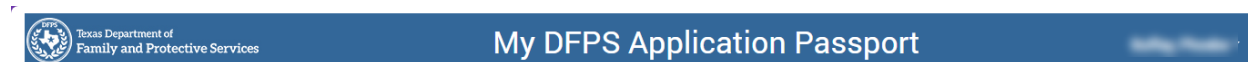
County

\*Place of Employment

\*Days And Time Can Be Reached

**13** Create

Once your profile is created you will see the following screen.



Your profile creation is in progress. Please re-login into MyDAP after some time.

[Logout](#)

## Login to Central Registry Portal

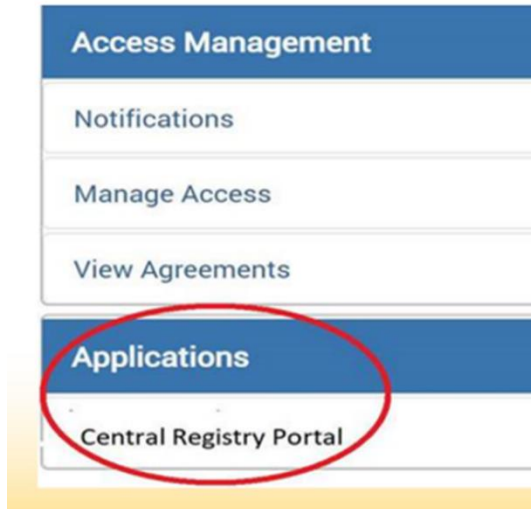
The screenshot shows the 'My DFPS Application Passport' page. At the top, it says 'Texas Department of Family and Protective Services'. The main heading is 'DFPS ACCEPTABLE USE AGREEMENT'. Below this, there is a 'Purpose' section explaining the document's intent. A 'Directions' section instructs users to read the agreement carefully. The agreement is divided into three main sections: 'AUTHORIZED USE', 'RESPONSIBILITIES', and 'USER CREDENTIALS'. Each section contains a list of specific rules and obligations for users.

The first time you login you will be directed to sign the DFPS Acceptable Use Agreement.

This screenshot shows a web browser window displaying the acknowledgment form for the DFPS Acceptable Use Policy. The form includes sections for 'CONSENT TO MONITORING' and 'NON-COMPLIANCE'. At the bottom, there is a checkbox for acknowledgment, followed by a red circled '1' next to the text: 'By checking this box and typing my name below, I acknowledge that I read, understand, and will comply with the requirements in the information Security Acceptable Use Policy'. Below this, there is a prompt to 'Provide an electronic signature by entering your first name and last name'. There are two input fields for 'First Name' and 'Last Name', with a red circled '2' next to the 'First Name' field. At the bottom right, there are 'Cancel' and 'Submit' buttons, with a red circled '3' next to the 'Submit' button. The footer of the page reads '© 2017 Texas Department of Family and Protective Services | Accessibility | August 13, 2024 9:43:54 AM'.

Once you have read the agreement. Please check the acknowledgement box, complete first name/last name, then click submit.

## Central Registry Portal External Training




Once you have logged into the MyDAP portal you will click on “Central Registry Portal” under Applications.

This will take you to the Central Registry Portal home page.

The screenshot shows the Texas Central Registry Portal home page. At the top right, there are links for 'UAT', 'Welcome', 'My Account', and 'Log Out'. The main header features the Texas Department of Family and Protective Services logo and seal. A blue navigation bar contains links for 'Home', 'Request Central Registry Check', 'View Central Registry Check Results', and 'Custom Impersonation'. The main content area has a heading 'Welcome to the Texas Central Registry Portal' and a paragraph explaining the portal's purpose. Below this is a section titled 'How To Request a Texas Central Registry Check' with instructions and a list of required information.

UAT Welcome My Account Log Out

 TEXAS  
Department of Family and Protective Services

Home | Request Central Registry Check | View Central Registry Check Results | Custom Impersonation

### Welcome to the Texas Central Registry Portal

This portal is for in-state and out-of-state individuals to request a Texas child abuse and neglect central registry check. For more information about the Texas Central Registry, please visit our website ([Background Checks - Child Abuse Central Registry \(texas.gov\)](#)).

### How To Request a Texas Central Registry Check

Click the tab above titled: Request Central Registry Check

You will need to have the following information available to request a Central Registry Check.

- First, Middle and Last Name
  - Provide your full middle name, not an initial
  - Include Alternate Names, Aliases, Maiden Name(s), Nicknames

Note: ALL name combinations you have ever used or been known by must be included.
- Social Security Number (SSN)  
If you have an SSN, you must enter it.  
If you do not have an SSN, you can use one of the following other Valid Alternate Identification forms of ID:
  - State Issued ID
  - Driver's License
  - Military ID
  - Permanent Residency Card
  - Passport
- Date of Birth

## How to submit a Central Registry Check request

UAT Welcome My Account Log Out

TEXAS  
Department of Family and Protective Services

Home | Request Central Registry Check | View Central Registry Check Results |  
Custom Impersonation

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Note: ALL name combinations you have ever used or been known by must be included.
- Social Security Number (SSN)  
If you have an SSN, you must enter it.  
If you do not have an SSN, you can use one of the following other Valid Alternate Identification forms of ID:
  - State Issued ID
  - Driver's License
  - Military ID
  - Permanent Residency Card
  - Passport

1. On the home page click on "Request Central Registry Check" tab.

UAT Welcome Phoebe Buffay (User ID: MILLSM) My Account Log Out

TEXAS  
Department of Family and Protective Services

Home | Request Central Registry Check | View Central Registry Check Results |  
Custom Impersonation

### Request For Texas Child Abuse/Neglect Central Registry

\*Required Field

If you have questions, email: TXAbuseNeglectBGC@dfps.texas.gov

**Purpose**

\* Reason you are requesting the central registry check :

Placement of a child  
Texas Child Custody or Adoption Evaluation  
Child Care/Day Care/Head Start Employment  
Employment  
Volunteer  
Intern  
Personal Review

**Demographic Information**

First Name: Phoebe Last Name: Buffay

The Person does not have any other name combinations .

**Other Name(s)**



2. Select the purpose for the central registry check from the drop-down box. Depending on your selection another dropdown box might appear.

A. Placement of a Child (Please select the type of placement.)

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Home | Request Central Registry Check | View Central Registry Check Results  
| Custom Impersonation |

Request For Texas Child Abuse/Neglect Central Registry \*Required Field

If you have questions, email: TXAbuseNeglectBGC@dfps.texas.gov

Purpose

\* Reason you are requesting the central registry check : Placement of a child

\* Placement of a child :  
Foster Care/Foster Parenting (i.e. Adam Walsh Child Protection Act)  
Kinship  
Adoption  
Other

Demographic Information

First Name: Middle Name: Last Name:

The Person does not have any other name combinations .

If you choose Other, you will be asked to type in a reason for the request.

TEXAS Department of Family and Protective Services

Home | Request Central Registry Check | View Central Registry Check Results  
| Custom Impersonation |

Request For Texas Child Abuse/Neglect Central Registry \*Required Field

If you have questions, email: TXAbuseNeglectBGC@dfps.texas.gov

Purpose

\* Reason you are requesting the central registry check : Placement of a child

\* Placement of a child : Other

Specify the reason for the Central Registry request:

Demographic Information

First Name: Middle Name: Last Name:

- B. Texas Child Custody or Adoption Evaluation
- C. Child Care/Day Care/Head Start Employment (Please choose if the operation is not regulated by Texas Child Care Registry or if it follows CCBF.

Central Registry Portal  
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TEXAS  
Department of Family and Protective Services

Home | Request Central Registry Check | View Central Registry Check Results  
| Custom Impersonation |

Request For Texas Child Abuse/Neglect Central Registry \*Required Field

If you have questions, email: TXAbuseNeglectBGC@dps.texas.gov

**Purpose**

\* Reason you are requesting the central registry check : Child Care/Day Care/Head Start Emp

\* Child Care/Day Care/Head Start Employment :

Operation not regulated by Texas Child Care Regulatory  
In compliance with CCDBG

**Demographic Information**

First Name:  Middle Name:  Last Name:

The Person does not have any other name combinations .

D. Employment (Please enter the name of your employer.)

Home | Request Central Registry Check | View Central Registry Check Results  
| Custom Impersonation |

Request For Texas Child Abuse/Neglect Central Registry \*Required Field

If you have questions, email: TXAbuseNeglectBGC@dps.texas.gov

**Purpose**

\* Reason you are requesting the central registry check : Employment

\* Name of Employer :

**Demographic Information**

First Name:  Middle Name:  Last Name:

The Person does not have any other name combinations .

E. Volunteer (Please enter the name of the requesting agency.)

Home | Request Central Registry Check | View Central Registry Check Results  
| Custom Impersonation |

Request For Texas Child Abuse/Neglect Central Registry \*Required Field

If you have questions, email: TXAbuseNeglectBGC@dps.texas.gov

**Purpose**

\* Reason you are requesting the central registry check : Volunteer

\* Name of Agency :

**Demographic Information**

First Name:  Middle Name:  Last Name:

The Person does not have any other name combinations .

## F. Intern

Home | Request Central Registry Check | View Central Registry Check Results  
| Custom Impersonation |

Request For Texas Child Abuse/Neglect Central Registry \*Required Field

If you have questions, email: TXAbuseNeglectBCC@dfps.texas.gov

**Purpose**

\* Reason you are requesting the central registry check :

\* Name of Agency :

**Demographic Information**

First Name:  Middle Name:  Last Name:

The Person does not have any other name combinations .

Other Name(s)

## G. Personal Review (Please select if you are requesting this for your personal records.)

**Demographic Information**

3 First Name:  Middle Name:  Last Name:

4  The Person does not have any other name combinations .

**Other Name(s)**

Alternate First Name:  5 Alternate Middle Name:

Alternate Last Name:

**Current Address**

Address entered must be validated prior to submitting the background check request.

Please enter a physical address. P.O. Boxes cannot be used.

\* Current Street Address 1:

Current Street Address 2:

\* Current City:  \* Current County:

\* Current State:  \* Current Zip Code:

6

3. **Your first, middle, and last** name will prefill from the name you entered when creating the account.
4. If you have not used any other names in the past, please click on the box. If you have other names, please continue to step 5. Please note your request could be rejected for failure to add all prior used names.

- For each name you have used in the past please add by filling in the information and clicking the **Add** button.
- Enter your current address and click on **Validate Address**.

#### Social Security Number

If this person has been issued a Social Security Number (SSN), it must be provided to ensure the background check result is valid. If this person does not have a SSN, you must enter a valid alternate number type.

\* Does this person have a Social Security Number?  Yes  No **7**

\* Social Security Number:  \* Confirm Social Security Number:

#### Birth Information **8**

\* Birth Date:  \* Gender:

\* Primary Phone:

#### Race / Ethnicity **9**

\* Ethnicity:

\* Race:  
Please check all that apply.

<input type="checkbox"/> Am Indian/AK Native	<input type="checkbox"/> Native Hawaiian/Pacific Is	<input type="checkbox"/> Black	<input type="checkbox"/> Asian
<input type="checkbox"/> White	<input type="checkbox"/> Declined to Indicate	<input type="checkbox"/> Unable to Determine	

#### History of Previous Cities

\* Did you ever live in any other city in Texas?  Yes  No **10**

#### Release Of Results

Email:  **11** **12**

- Select (Yes or No) if you have a Social Security Number. If you select **yes**, provide the Social Security Number. If you select no, you will be able to proceed.
- Complete the Date of Birth, Gender, and Primary Phone number.
- Select your Ethnicity from the drop down. Click on the box next to your Race.

#### History of Previous Cities

\* Did you ever live in any other city in Texas?  Yes  No

\* List Previous Cities you lived in Texas:  
**Hold CTRL key to select multiple cities**

- AD ACRES
- ABBOTT
- ABERFOYLE
- ABERNATHY
- ABEX
- ABILENE
- ABLES SPRINGS
- ABNER
- ABRAM
- ABRAM PEREZVILL
- ACALA
- ACE
- ACKERLY
- ACME
- ACTON
- ACUFF
- ACWORTH
- ADAMS
- ADAMS ACRES

- Select Yes or No if you have lived in any other cities in Texas. Please select all cities except for your current city that you have lived

Central Registry Portal  
External Training

in. Hold the Ctrl key and click each city. You can release the Ctrl key to scroll.

11. Your email address will be prefilled from the account you created and cannot be changed. A notification will be sent to this email address once the central registry check has been completed.

12. Click **Next**.

**From:** [REDACTED]  
**Sent:** Monday, August 12, 2024 8:46 AM  
**To:** [REDACTED]  
**Subject:** UAT- Your request to access Central Registry Portal Approved

Hello,

The following access request has been approved:  
Requestor's Name: [REDACTED]  
Request Access For: Central Registry Portal

<https://mydapexternaluat.apps.dfps.texas.gov/>

If you have any questions, please contact the Help Desk at 877-642-4777.

Thank you,  
DFPS MyDAP Portal Administrator

*Please note: Do not reply to this email as this email box is not monitored.*

Once you click Next, you should see the following message - "Your request for central registry check has been submitted successfully. You will receive an email advising you about your results. Please see our website for details regarding current timeframes."

## How to obtain results of Central Registry Check request

From: [TXAbuseNeglectBGC@dfps.texas.gov](mailto:TXAbuseNeglectBGC@dfps.texas.gov)

Date: August 27, 2024 at 11:31:12 AM CDT

To: [REDACTED]

Subject: Background Check ID [REDACTED] - Central Registry Check Notification

Dear Brad Pitt,

Results for your Central Registry request are now ready to review. Please click on the hyperlink below to review

[CRP LOGIN PAGE](#)

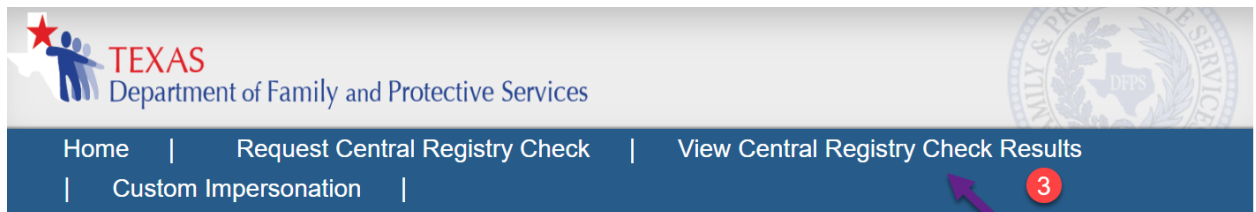
Thank you.

DFPS Background Check Program

(512) 840-7825

\*\*\*Note This is an automated message. Please do not respond to this email.\*\*\*

1. Check the email account used to register for the central registry check. You should have received an email with information regarding the results of your central registry check. If you don't receive the email, you can also log in to the portal and check the results section.
2. Click on the portal link provided in the email. Using your username and password, login to the Central Registry portal to review your results.



### Welcome to the Texas Central Registry Portal

This portal is for in-state and out-of-state individuals to request a Texas child abuse and neglect central registry check. For more information about the Texas Central Registry, please visit our website (Background Checks - Child Abuse Central Registry ([texas.gov](https://www.texas.gov))).

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- Note: ALL name combinations you have ever used or been known by must be included.

3. Click on view central registry check results.

TEXAS  
Department of Family and Protective Services

Home | Request Central Registry Check | View Central Registry Check Results  
| Custom Impersonation |

### View Central Registry Check Results

Please click on the Request ID hyperlink to view complete details of your central registry check

Request Id	Submitted By	Full Name	DOB	SSN	Requested Date
1000126		Phoebe	07/30/	531-69-	08/13/2024

Showing items: 1 to 1 of 1

4. Click on the hyper link corresponding to the request ID

TEXAS  
Department of Family and Protective Services

Home | Request Central Registry Check | View Central Registry Check Results  
| Custom Impersonation |

### View Central Registry Check Detail

Phoebe Bailey Central Registry Check History

Request ID	Status	Status Date	Requested Date	Notification Date	Notification
1000126	Submitted	08/13/2024	08/13/2024		
1000126	Under Review	08/13/2024	08/13/2024	08/13/2024	
1000126	Clear	08/13/2024	08/13/2024		
1000126	Notification	08/13/2024	08/13/2024	08/13/2024	Clearance Notification

5. Click on PDF to review results.
6. Save PDF.
7. Print PDF.

Central Registry Portal  
External Training



Texas Department of Family and Protective Services

COMMISSIONER  
Stephanie Muth

08/13/2024

**CONFIDENTIAL**

Ph [REDACTED]  
4900 N LAMAR BLVD, AUSTIN, TX 78751-2316  
Background Check ID: 1000126

Dear Ph [REDACTED],

On 08/13/2024, a Texas Child Abuse/Neglect Central Registry check was completed for:

Ph [REDACTED]  
DOB: 07/30/1963

This person is not listed in the Texas Child Abuse/Neglect Central Registry.

DFPS Background Checks  
Phone: (737) 249-8355

DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES \* 4900 North Lamar Blvd. \* P.O. BOX 149030  
AUSTIN, TEXAS \* 78714-9030 \* (512)929-6900

## Troubleshooting

Please visit the following for more information:

[Central Registry Background Checks](#)

For assistance, please Contact [DFPS TX Abuse Neglect BGC](#).