Directions for criminal background check (CBC) and apostille

If you attended high school outside of Texas, you will need to do a national wide CBC. Consult with Mimi Yu (mimi.yu@utsa.edu or 210.458.8558) about this.

If you attended high school in Texas, you can get your CBC done in Austin, Texas. See the following two steps to do CBC and get the documents apostilled.

Step 1:

1. Finger Printing
2. Criminal Background Check

Go to Department of Public Safety (D.P.S) in Austin, TX for these two items:

Address: 5805 N. Lamar Blvd
          Austin, Texas 78752
Hours: Monday – Friday 8am – 5pm
Phone #: 512-424-2000

The process for both items should take about 2-3 days.

Step 2:

Apostille

After you receive your CBC document, go to Austin again to visit the Secretary of State office to get an Apostille form.

Address: 1019 Brazos St., James E. Rudder Bldg
Hours: Monday – Friday 8am – 4:00pm
Phone #: 512-463-5730