TEXAS Health and Human Services

Child Care Regulation

# Request for Background Check

**Form 2971**
June 2026

**Use this form to request background checks required by 26 Texas Administrative Code (TAC) Chapter 745 Subchapter F. You can also submit background check requests through your Child Care Regulation Account website.**

**Review the chart below for instructions based on operation type for submitting background check requests.**

| Operation Type: | Submit Background Check Requests: |
|---|---|
| • Licensed child care center<br>• School-age program<br>• Before-or after-school program<br>• Licensed child care home<br>• Registered home<br>• Employer-based child care operation<br>• Shelter operation<br>• Residential care provider | • through your online Child Care Regulation Account.<br><br>**Exception**: Use this form and submit it to CBCU if the person for whom you are submitting the background check does not have any of the following types of identification:<br>• Social Security number;<br>• driver license number;<br>• state-issued identification number;<br>• Canadian social insurance number (SIN);<br>• military identification card number;<br>• passport number; or<br>• permanent resident card identification number.<br><br>**Note**: If you submit this form and the background check subject does not meet the exception above, Centralized Background Check Unit (CBCU) staff will advise you to submit the background check through your online Child Care Regulation Account. |
| • Listed family home | • through your online Child Care Regulation Account; or<br>• submit this form to CBCU. |

**Submit this form to CBCU by:**

• mailing to:
Texas Health and Human Services Commission
Centralized Background Check Unit, Mail Code 121-7
P.O. Box 149030
Austin, TX 78714-9030

• emailing to contactcbcu@hhs.texas.gov; or

• faxing to 512-339-5871.

**Directions:** Complete the following information for each person required to have a background check. Download more forms from the HHS forms website https://hhs.texas.gov/laws-regulations/forms.

## Section 1 – Operation Information

| Operation Name | Operation No. | Operation Area Code and Phone No. |
|---|---|---|
| SPAULDING FOR CHILDREN dba ARMS WIDE | 850256-332 | 713-681-6991 |
| Operation Street Address, City, State, ZIP Code<br>9800 NORTHWEST FREEWAY SUITE 415 HOUSTON, TX 77092 | | |
| Operation Street Mailing Address, City, State, ZIP Code<br>9800 NORTHWEST FREEWAY SUITE 415 HOUSTON, TX 77092 | | County<br>HARRIS |

## Section 2 – Verification Signatures

I verified by reviewing the person's Social Security card or driver license that the information on this form contains no willful misrepresentation, and that the information given is true and complete to the best of my knowledge. I understand that HHSC may contact others and, at any time, seek proof of any information contained here. I understand that any willful misrepresentation or failure to provide identifying information within the stated time limit is a cause for denial of the application or revocation of my license, registration or listing.

**Printed Name of Director, Owner or Operator** | **Signature of Director, Owner or Operator** | **Date Signed**

## Person's Identifying Information

Type of Request: ◯ Initial ◯ Renewal ◯ Fingerprint Check Required ◯ FBI Results in DPS Clearinghouse

| First Name | Middle Name | Last Name |
|---|---|---|
| | | |

List any other names the person uses or has used in the past, including married and maiden names, below. If you do not provide every name the person has used, you may receive inaccurate results.

| Other First Names | Other Middle Names | Other Last Names |
|---|---|---|
| | | |

| Street Address, City, State, ZIP Code | County |
|---|---|
| | |

| Area Code and Phone No. | Date of Birth | Social Security No. | Sex |
|---|---|---|---|
| | | | ◯ Male ◯ Female |

List any other city in Texas where the person has been a resident and any addresses, including county, where the person has lived outside of Texas in the previous five years.

| Ethnicity, must accompany race: | Race: | Type of Photo ID: |
|---|---|---|
| ◯ Hispanic | ◯ Asian | ◯ Driver License No.: _____ State: _____ |
| ◯ Non-Hispanic | ◯ Black | ◯ Canadian SIN: _____ |
| | ◯ White | ◯ State ID: _____ |
| | ◯ Native Hawaiian, Pacific Islander | ◯ Military ID: _____ |
| | ◯ American Indian, Alaskan Native | ◯ Passport: _____ |
| | | ◯ Permanent Resident Card: _____ |

Contact information is required to schedule a fingerprint appointment. You must select one of the following choices and provide either an email address or phone number for the person. Preferred method of contact for scheduling fingerprint appointment:

◯ **Email:** _____ Enter the person's email address. Do **not** enter the operation's email address. Providing an email address will allow notifications that require action from this person to be received quickly.

◯ **Area Code and Phone No.:** _____

Role at Operation:

| | | | |
|---|---|---|---|
| ◯ Adoptive Parent | ◯ Contracted Service Provider | ◯ Director | ◯ Foster Parent |
| ◯ Foster/Adoptive Parent | ◯ Household Member | ◯ Frequent/Regular Visitor | ◯ Licensed Administrator |
| ◯ Owner/Permit Holder | ◯ Staff/Employee | ◯ Unverified Respite Provider | ◯ Volunteer |

Job duties and title:

**For Foster or Adoptive Homes Only**

Relationship between child or children to be placed and the foster or adoptive parent(s) or prospective foster or adoptive parent(s):

◯ Relative ◯ Fictive Kin ◯ Unrelated

Will this person be supervised by a caregiver who is counted in the child-caregiver ratio? ◯ Yes ◯ No

The supervising caregiver should be an employee of your operation or a caregiver in a foster or adoptive home who is otherwise able to have unsupervised access to children in your care, and who is not restricted from supervising others.

What age(s) of children will this person be caring for?

◯ 0 – 17 months ◯ 18 months – 2 years ◯ 3 years – 4 years
◯ 5 years – 13 years ◯ 14 years – 17 years ◯ Over 17 years
◯ Not applicable