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

Revised June 3, 2019

## B-405: Computerized Criminal History Checks

VR has authority to obtain a Computerized Criminal History check (CCH) on customers from the Texas Department of Public Safety (DPS) (Texas Government Code, §411.117) for the purpose of employment planning. See [A-206: Confidentiality and Use of Customer Records and Information](https://twc.texas.gov/vr-services-manual/vrsm-a-200#a206) for more information.

### B-405-1: Obtaining and Maintaining Computerized Criminal History Check Results

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#### Making the CCH Request

Complete the [VR1510, Request for Customer Computerized Criminal History (CCH) Search](http://intra.twc.state.tx.us/intranet/gl/html/vocational_rehab_forms.html), and email it to the regional point of contact with the following subject line (to ensure encryption): "<ENCRYPT> Arrest Date CCH request"

Refer to [A-206-4: Release of Customer Records and Information, Release of Customer Criminal History Records Obtained from the Department of Public Safety](https://twc.texas.gov/vr-services-manual/vrsm-a-200#a206-4) for policy and procedure regarding the release of a CCH.

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