



OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
 POLICY AND PROCEDURE MANUAL



Subject APPENDIX: Background Confirmation Form (BCF)			Policy Number
Effective Date June 1, 2025	Revision Date June 1, 2025	Reevaluation Date Annually	Number of Pages 1
Reference Standards		Rescinds or Amends Policy Number	

APPENDIX
Background Confirmation Form (BCF)

Effective January 1, 2022, TCOLE has mandated that the Background Confirmation Forms (BCF) be included in hiring packets of all applicants. Download the BCF from the TCOLE website to ensure the current version is being used.

BCFs must include the following:

- a. All fields must be completed to include all current and former agencies;
- b. Must be signed by the agency's chief administrator or their designee;
- c. Must be completed on updated BCF form;
- d. Must be submitted no earlier than 30 days prior to the tentative start date. (Tentative Start Date is required)

Failure to do the above will result in the BCF being rejected.

Additionally, in order to comply with Texas Occupations Code 1701.451 a background investigator must obtain and review personnel and other employee files electronically or in person. Therefore, BCF's that imply a background investigation was conducted over the phone, by email, by fax, or not attempted at all, will not be accepted. Please be advised that the TCOLE Secure Share (TSS) System is the only electronic system TCOLE recognized for the sharing of personnel files.

Agencies in other states and federal agencies do not normally have access to the TCOLE file sharing system. If files from those agencies cannot be reviewed in person, other reasonable efforts should be made to review the files electronically. If the files cannot be reviewed, the investigator should document the reason why and the efforts that were made in the background investigation report.