

Date:

Name:

Address:

RE: In the Interest of
Cause No.

Dear Client:

As a part of the court-ordered custody evaluation, you will be required to obtain a criminal background check and/or be fingerprinted by the Central Records Division of Bexar County. You will also be required to have a Central Registry Check with Texas Department of Regulatory and Protective Services. Both of these background checks need to be provided to this investigator before the social study investigation can be completed. These new guidelines are mandatory and were adopted by the Bexar County Juvenile Board on June 26, 2003.

To obtain a criminal background check and or be fingerprinted you will need to go to 200 N. Comal, Central Records. There will be a small fee required and you can obtain that information by calling 210-335-6323. ***To obtain the Central Registry Check with Texas Department of Regulatory and Protective Services.*** Please fill out the attached form, have it notarized and send it to the address on the top of the form. Make sure my name and address are listed as the designee for the results.

If you have any questions, please feel free to call me at 210-223-0779.

Sincerely,

Robin Brown Walton MS, LPC

