

## TEXAS FORENSIC SCIENCE COMMISSION

### LICENSEE CHANGE/UPDATE FORM

Please complete this form and return to:

Texas Forensic Science Commission

1700 North Congress Avenue, Suite 445

Austin, Texas 78701

Email: [info@fsc.texas.gov](mailto:info@fsc.texas.gov)

[P] 1.888.296.4232

[F] 1.888.305.2432

Laboratories should use this form to report any changes in the status of a licensed employee's status of employment or change in forensic discipline or scope of the forensic discipline(s) in which the employee is authorized to perform forensic analysis at the laboratory.

This requirement is supplemental to a crime laboratory's duty to report professional negligence and/or professional misconduct to the Commission through a self-disclosure.

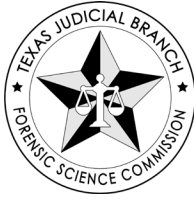
The FSC will examine the details of your licensing issue to determine what level of review to perform, if any, or what changes to make to the licensee's license status. We aim to have updated current information published with respect to the status of any licensee in a timely and expeditious manner.

Please remember that all information provided to the Commission is subject to disclosure pursuant to a public information request under Rule 12 Rule of Judicial Administration, Public Access to Judicial Records.

1700 North Congress Avenue, Suite 445 | Austin, Texas 78701

Phone: (888) 296-4232 | Fax: (888) 305-2432

[www.txcourts.gov/fsc](http://www.txcourts.gov/fsc)



# TEXAS FORENSIC SCIENCE COMMISSION

## 1. LABORATORY REPRESENTATIVE COMPLETING THIS FORM

Name:

Laboratory:

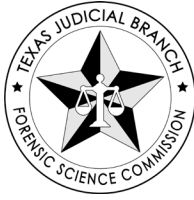
Work Phone:

Email Address:

## 2. INDIVIDUAL(S) THAT ARE THE SUBJECT OF THIS LICENSING CHANGE FORM

List the full name of the individual(s) that are the subject of this licensing change form in the boxes below. You may attach a separate spreadsheet(s) containing the information in the boxes as necessary in lieu of filling in the boxes.

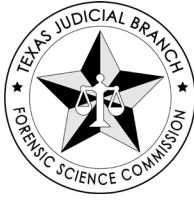
|                                     |
|-------------------------------------|
| Name of Licensee:                   |
| License Number:                     |
| Licensed Discipline:                |
| Current License Status:             |
| Requested Discipline Change:        |
| Effective Date of Change:           |
| Departing: <input type="checkbox"/> |
| Date:                               |
| <u>or</u>                           |
| New Hire: <input type="checkbox"/>  |
| Date:                               |



## TEXAS FORENSIC SCIENCE COMMISSION

|                                     |
|-------------------------------------|
| Name of Licensee:                   |
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| Current License Status:             |
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| Effective Date of Change:           |
| Departing: <input type="checkbox"/> |
| Date:                               |
| <u>or</u>                           |
| New Hire: <input type="checkbox"/>  |
| Date:                               |

|                                     |
|-------------------------------------|
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| Licensed Discipline:                |
| Current License Status:             |
| Requested Discipline Change:        |
| Effective Date of Change:           |
| Departing: <input type="checkbox"/> |
| Date:                               |
| <u>or</u>                           |
| New Hire: <input type="checkbox"/>  |
| Date:                               |



## TEXAS FORENSIC SCIENCE COMMISSION

Name of Licensee:

License Number:

Licensed Discipline:

Current License Status:

Requested Discipline Change:

Effective Date of Change:

Departing:

Date:

or

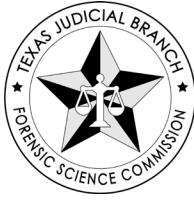
New Hire:

Date:

Please include current Proficiency Testing Monitoring Form (PMC) for new hires and for discipline changes/additions. The document can be downloaded [here](#).

### 3. DESCRIPTION OF THE CHANGE(S) OR EVENT(S) IN THE LICENSEE'S EMPLOYMENT STATUS AND/OR FORENSIC DISCIPLINE(S).

Please write a brief statement of the changes and events that are the subject of the licensing change. See Page 7 of this form for guidance on information to be reported to the Commission on this form.



## TEXAS FORENSIC SCIENCE COMMISSION

4. IF THE REPORTED CHANGE IS RELATED TO A MISTAKE BY AN INDIVIDUAL OR LABORATORY, PLEASE DESCRIBE THE LABORATORY'S IDENTIFICATION OF ROOT CAUSE ANALYSIS, IF ANY.

a. Summary of the laboratory's investigative effort to identify the root cause(s).

b. Summary of the Root Cause Analysis

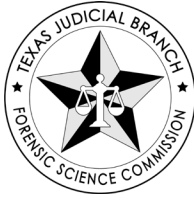
Attach additional pages as necessary.

5. DESCRIPTION OF CORRECTIVE ACTION(S) TAKEN BY THE LABORATORY, IF ANY.

6. CASEWORK IMPACT, IF ANY.

Briefly describe how the change(s) or event(s) impacted the laboratory's casework.

7. SUMMARY OF NOTIFICATION TO STAKEHOLDERS, IF ANY.



## TEXAS FORENSIC SCIENCE COMMISSION

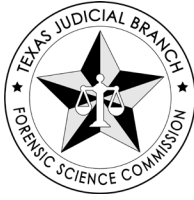
8. Are there any special circumstances in this case (examples may include the possibility of professional negligence or misconduct, the violation of a Commission rule, or some other special circumstance)?

Yes

No

Special Circumstances

If you answered yes, please provide a description here:



# TEXAS FORENSIC SCIENCE COMMISSION

## GUIDELINES FOR LABORATORY LICENSEE UPDATES

**Laboratories should use this form to report any changes in the status of a licensed employee's status of employment or change in forensic discipline or scope of the forensic discipline(s) in which the employee is authorized to perform forensic analysis at the laboratory. This requirement is supplemental to a crime laboratory's duty to report professional negligence and/or professional misconduct to the Commission.**

One of the component requirements for mandatory forensic analyst or technician licensure requires an authorized representative from a candidate's employing laboratory to certify the applicant has satisfied any applicable proficiency testing requirements of the laboratory's accrediting body as of the date of the analyst's application, including a designation of the employee name(s) and corresponding forensic disciplines for each candidate. Accordingly, any changes to the status of a candidate's employment status and/or duties with respect to a candidate's eligibility for licensure are periodically reported by the candidate's employing laboratory. Laboratories should use this form to report any changes in the status of a licensed employee's status of employment or change in forensic discipline, scope of the forensic discipline in which the candidate is licensed, or any mistake by the individual or laboratory in the interpretation of licensing rules and requirements. This requirement is supplemental to a crime laboratory's duty to report professional negligence and/or professional misconduct to the Commission.

Examples of laboratory forensic analyst or technician changes and events appropriately reported on this form: departed employment, change in scope of work/forensic discipline, human resources action, leave of absence that affects the status or laboratory's authorization of an employee's license, misunderstanding of licensing requirements.

# Texas Judicial

## BRANCH

## Texas Forensic Science Commission

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### NEXT MEETING

**FRIDAY, OCTOBER 20,  
2023 9:00 AM**  
Austin, Texas





### FSC HOME

- ▶ About Us
  - Meetings
- ▶ Discipline Specific Reviews
- ▶ Case Submission
- ▶ Case Status
- ▶ Licensing
  - ▶ Committee Members
  - TFSC Licensee Database
  - [Apply](#)
  - CFE and Renewal Licensing Exam
  - Statistics
  - De Minimis Texas Casework License
  - Uncommon Forensic Analysis License
  - Laboratory Licensee Change Reporting Form
  - Mandatory Legal and Professional Responsibility Course
  - Voluntary Licensure
- ▶ Accreditation
- ▶ Publications & Reports
  - NIST/OSAC Registry

### APPLY

## Requirements for Licensure

Please use the following resources for guidance on Forensic Analyst, Technician, or Forensic Biology Screening licensure by the Commission:




- [Summary of Requirements for Licensure](#) 
- [Summary of Requirements for Voluntary Licensure](#) 
- [Licensing Program Administrative Rules](#)
- [Guidelines for Consideration of Criminal Convictions](#) 
- [State Auditor's Guide to Applying for a License with a Criminal Conviction or Deferred Adjudication](#) 

## Applying for a License (Regular/Mandatory and Voluntary Licenses)

### Forensic Analysts and Forensic Technicians

If you are applying to renew your license, please follow the instructions we have posted on the CFE and Renewal page of the website.

NOTE: Regarding NEW Regular Licensure (Full Licenses) - We recommended satisfying the exam requirement with a passing result PRIOR to submitting a Regular or Post Provisional License Application or Fee Payment.

- [Regular \(Mandatory and Voluntary Licenses\) Forensic Analyst, Forensic Biology Screening Analyst and Forensic Technician Instructions](#) 
- [Provisional Forensic Analyst, Forensic Biology Screening Analyst and Forensic Technician Instructions](#) 
- [Provisional to Regular Licensure Instructions](#) 

## Mandatory Forms

- [Proficiency Monitoring Certification Form](#)  (to be completed and signed by



OSAC Registry  
Standards Resources  
Research Forensic  
Library  
NIST Forensic Process  
Maps  
NIST Scientific  
Foundation Reviews  
Calendar  
Contact Us

laboratory's authorized representative and uploaded to your account in TopClass).

## Additional Forms

- [Technical Reviewer License Application and Certification Form \(for completion by sponsoring laboratory\)](#) 
- [Waiver for Support Personnel Application for Laboratories](#) 
- [Provisional License Certification Form](#) 
- [Temporary Forensic Analyst License Application Certification Form](#) 
- [Criminal History Pre-evaluation Request Form](#) 
- [Statistics Course Qualification Guidance Document](#) 
- [Application for Waiver of Specific Coursework and/or Education Requirements](#) 



### Address

1700 North  
Congress  
Avenue, Suite  
445  
Austin, Texas  
78701

### Phone

Main:  
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Fax:  
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### Email

[info@fsc.texas.gov](mailto:info@fsc.texas.gov)

### Finance

Where the Money Goes  
Report Fraud, Waste and  
Abuse

### Resources

Careers  
Site Policies  
Texas Homeland  
Security  
Texas Veterans  
Portal  
Texas.gov  
Texas Records and  
Information  
Locator (TRAIL)  
Webmaster