

How to schedule appointment online

1. Go to www.11enrollment.com.
2. Select "Texas" as the location.
3. Click on "Online Scheduling."
4. Select preferred language, click "Begin Registration."
5. Enter First and Last Name, then click "Go."
6. Select "All Others" as the reason you are being fingerprinted.
7. Select "Option A" to submit fingerprints electronically to DPS.
8. Select "No, I do not have a FAST Fingerprint Pass."
9. Select "Apply to be a Medicaid Provider" and click "Next Step."
10. Enter "**txireview**" (**lowercase, one word with no spaces**) as the Agency/ORI Number and click "Next Step."
11. You will be prompted to enter the mailing information of the recipient of the criminal history record. **All requests should be sent to DADS, not to the person being fingerprinted.** Enter the following in the corresponding fields:
 - a. Designated Recipient: **DADS ATTN: Linda Clowdus Mail Code W-579;**
 - b. Mailing Address: **P.O. Box 149030;**
 - c. City: **Austin;**
 - d. ZIP Code: **78714;** and
 - e. Click "Next Step."
 - f. Enter your ZIP code or choose which region and click "Next Step."
12. Find the location that best suits you and select the day you wish to schedule your appointment on by clicking on "Click to Schedule." A window of times will display; select your desired time and click "Go."
13. Complete the personal information form and select a method of payment. Click "Send Information" to go to the next step.
14. Review the information you entered and print the final page for your records.
15. An e-mail confirming your appointment will be sent to the e-mail address provided.