



SEMARC

Search Engine For Multi-Agency
Reportable Conduct

SEMARC User Guide

JANUARY 2026

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1 Introduction

1.1 Purpose

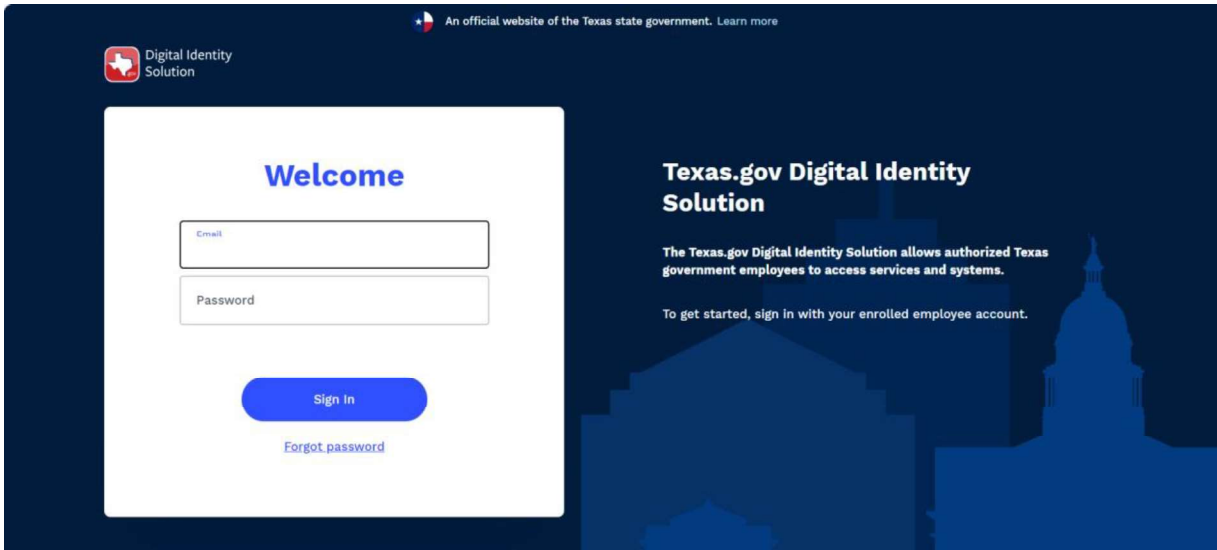
The Search Engine for Multi-Agency Reportable Conduct (SEMARC) was developed in accordance with [Chapter 810 of the Texas Health and Safety Code](#). SEMARC provides a common platform for authorized users to search information across multiple agencies for individuals with a history of reportable conduct, as defined in the Texas Health and Safety Code, Chapter 810. SEMARC results are used to determine an individual's eligibility for employment, volunteer positions, certification, contracts, or licensure with entities regulated or licensed by participating state agencies.

This user guide is designed to assist both agency employees and external users, such as long-term care providers, probation departments or local juvenile justice facilities, in effectively using the SEMARC application. It will walk users through the steps required to log in, request and approve role requests (HHSC), perform individual and bulk searches, review search results, access and download results, and more.

2 Logging into SEMARC

2.1 Logging into SEMARC for TEA Internal Users and TJJJ Internal Users via Texas Digital Identity Solution (TDIS)

This section provides detailed instructions on how to log into SEMARC using the Texas Digital Identity Solution (TDIS). Please note that logging in through TDIS is exclusively for internal users at TEA and TJJJ, ensuring secure and streamlined access to SEMARC's features and functionalities. Instructions for external users affiliated with TEA and TJJJ are provided separately in this guide. Follow the steps below to successfully log in and start using SEMARC effectively.

Step	Instructions
1.	<p>Access the TDIS Login Page</p> <p>Open your web browser and navigate to the Texas Digital Identity Solution (TDIS) login page. You will see a welcome screen with fields to enter your credentials.</p>
	
2.	<p>Enter Your Credentials</p> <ol style="list-style-type: none"> Email: Enter your registered email address in the Email field. Password: Enter your password in the Password field. <p>Select the Sign In button.</p>
3.	<p>Verify Your Identity</p> <p>After entering your credentials, you will be prompted to verify your identity. Via the selected method, you will receive the OTP. Enter the passcode in the One Time Passcode field and select Submit.</p>

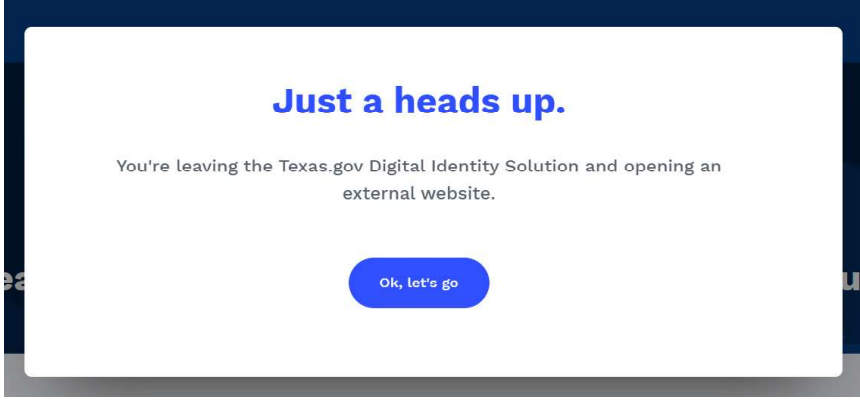
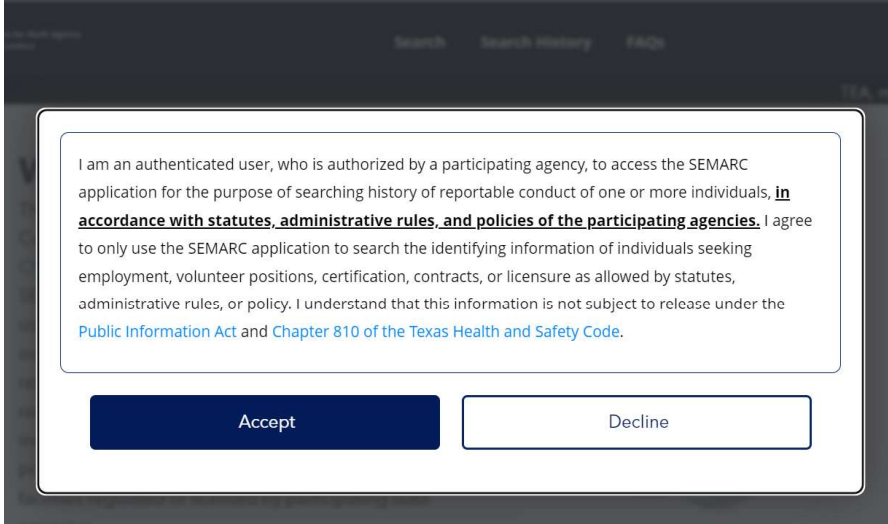
Step	Instructions
<p style="text-align: center;">Please verify for security.</p> <p style="text-align: center;">Please choose your authentication method</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Text/SMS me the code at *** ** 7929 <input type="radio"/> Call me at *** ** 7929 <input type="radio"/> Email me the code at *****ey@mailinator.com <input type="radio"/> Use my Registered Security Key <input type="radio"/> Use my Registered Authenticator App <p style="text-align: center; margin-top: 10px;">Next</p> <p style="font-size: small; text-align: center; margin-top: 10px;">If you no longer have access to the phone number or email address listed above, please contact your organization's support team for assistance.</p>	<div style="border: 2px solid #003366; padding: 10px; text-align: center;"> <p style="color: #003366; font-weight: bold; font-size: 1.2em;">Verify your phone.</p> <p>A six-digit code has been sent to *** **</p> <div style="border: 1px solid #ccc; width: 100px; height: 25px; margin: 10px auto;"></div> <p style="color: #003366; font-size: small; text-align: center;">Resend code</p> <p style="text-align: center;"><input type="checkbox"/> Remember This Device</p> <p style="text-align: center; margin-top: 10px;">Submit</p> <hr style="width: 50%; margin: 10px auto;"/> <p style="color: #003366; font-size: small; text-align: center;">Try Another Method</p> </div>

4. Accessing SEMARC from the TDIS Portal

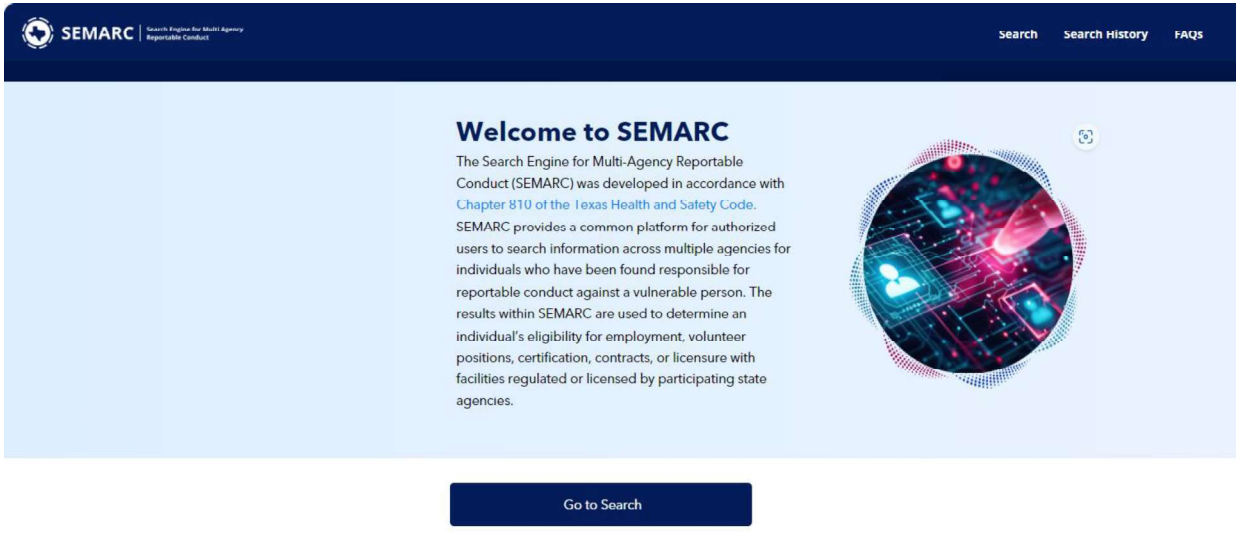
Once you have successfully logged into the Texas Digital Identity Solution (TDIS) portal, you are ready to launch the Search Engine for Multi Agency Reportable Conduct (SEMARC) application.

On the TDIS portal homepage, navigate to the **My Services** section. Identify the SEMARC application card, which displays the app name **SEMARC** and an icon.

The screenshot shows the TDIS portal homepage. At the top left is the 'Digital Identity Solution' logo. In the top right corner, there is a purple circle with 'MA' and a star. The main header features a large Texas state flag icon and the text 'Search Engine for Multi Agency Reportable Conduct'. Below this, the 'My Services' section is visible, containing a card for the SEMARC application. The card has a blue icon of three cubes, the text 'App Name SEMARC', and a blue 'Launch' button. The footer contains copyright information: 'Copyright © 2025 State of Texas. All rights reserved.', and links for 'Terms & Conditions', 'Contact your organization for support', and a language dropdown set to 'ENG'.

Step	Instructions
5.	<p>Launch SEMARC</p> <p>Select the Launch button next to the SEMARC application card. A confirmation dialog will appear.</p>
	
6.	<p>Confirm Navigation</p> <p>Select the Ok, let's go button to proceed to the SEMARC application.</p>
7.	<p>Accept the Disclaimer Pop-Up</p> <p>Upon successful login, a disclaimer pop-up will appear. This disclaimer outlines the terms and conditions for using the SEMARC application. Carefully read the disclaimer text. If you agree to the terms and conditions, click the Accept button to proceed. If you do not agree, the Decline button will log you out of the application.</p>
	
8.	<p>Navigating to the Search Function</p> <p>After accepting the disclaimer, you will be directed to the SEMARC welcome page. The welcome page provides an overview of the SEMARC application and its purpose. On the welcome page, locate the Go to Search button. Select the Go to Search button to proceed to the search functionality of the SEMARC application.</p>

Step	Instructions
	<ul style="list-style-type: none"> • Select here for guidance on how to conduct an Individual Search. • Select here for guidance on how to conduct a Bulk Search.

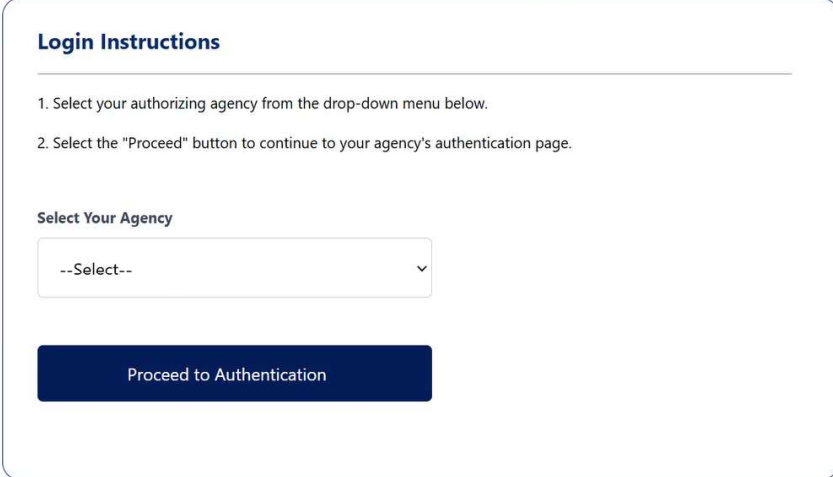


2.2 Logging into SEMARC for TJJJ External Users via Entra ID

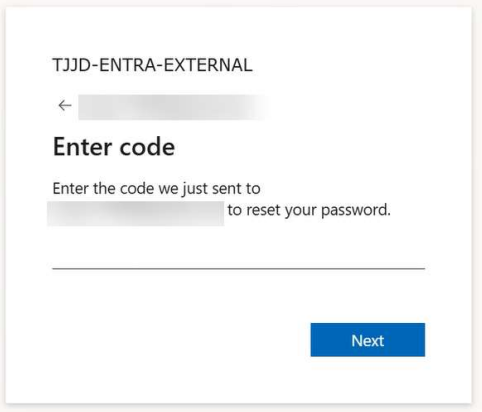
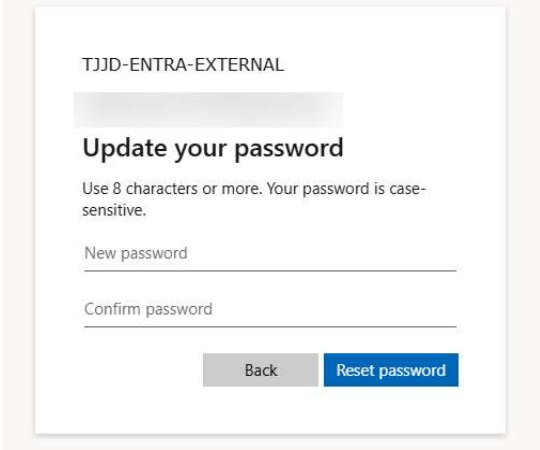
This section provides detailed instructions on how to log into SEMARC via Entra External ID for external TJJJ users.

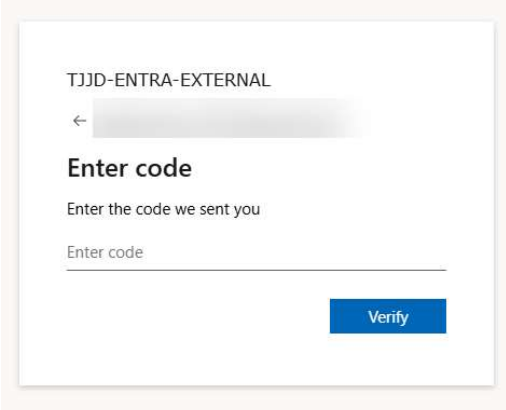
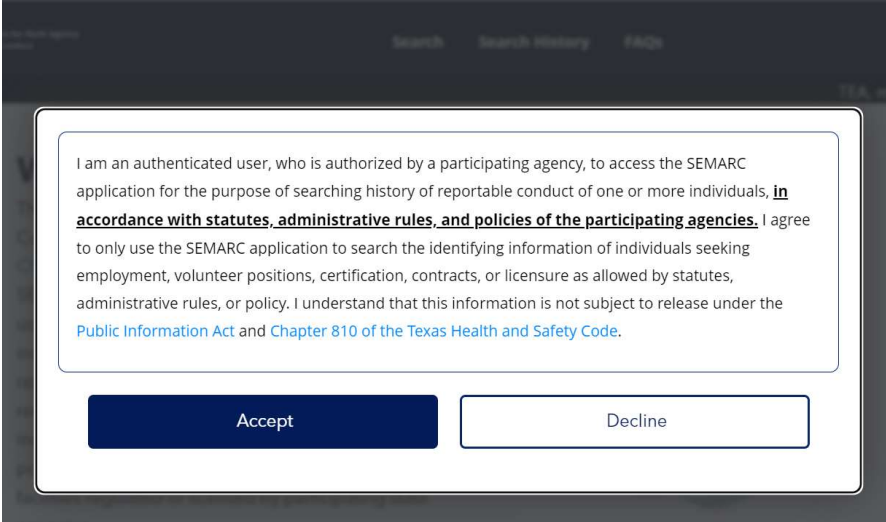
Please note that logging in through Entra External ID is exclusively for TJJJ external users, ensuring secure and streamlined access to SEMARC's features and functionalities. Instructions for internal TJJJ users are provided separately in this guide. Follow the steps below to successfully log in and start using SEMARC effectively.

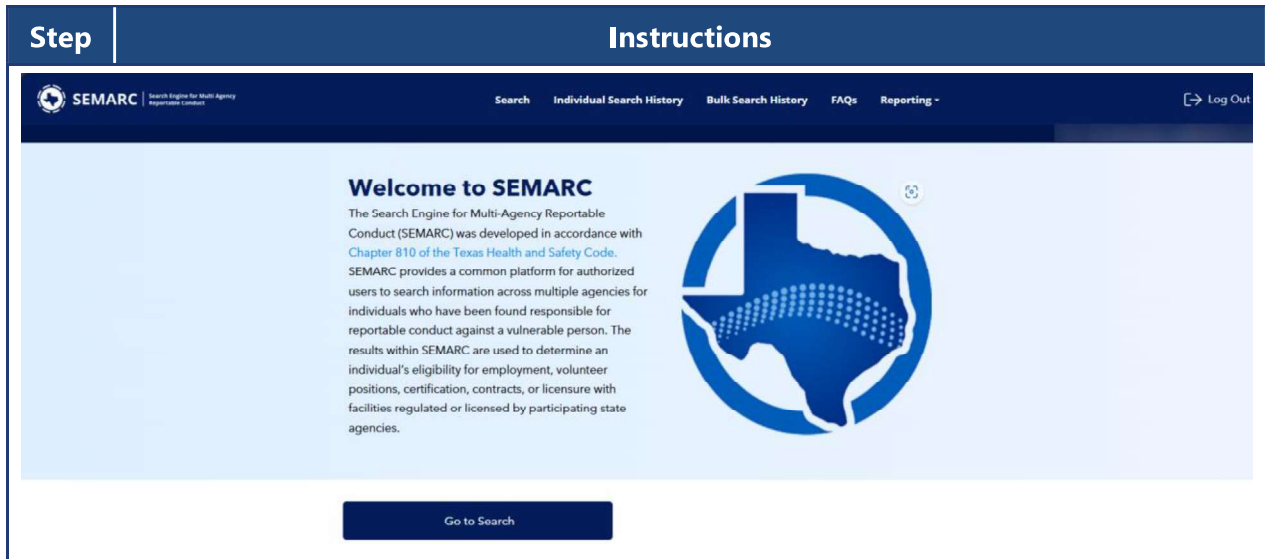
Step	Instructions
1.	<p>Select Link in TJJJ Entra External ID Welcome Email You will receive an email titled Action Required: Welcome to TJJJ Entra External ID System. Select the link provided in the email. This will direct you to the SEMARC Authentication Login Page.</p>

Step	Instructions
	<p>[EXT] Action Required: Welcome to TJJJ Entra External ID System</p>  <p>Dear [Redacted]</p> <p>Your account has been created successfully. Follow the steps below to access the SEMARC application and your TJJJ Entra External ID account.</p> <ol style="list-style-type: none"> Select this Link: https://d2n20s7n2vix78.cloudfront.net/Public/unauthenticated <ol style="list-style-type: none"> This will direct you to the SEMARC Authentication Login Page. Select Your Agency <ol style="list-style-type: none"> From the drop-down menu, choose your authorizing agency: TJJJ- External Users. Select Proceed to Authentication. Enter Your ICIS Email Address <ol style="list-style-type: none"> You will see a screen prompting you to sign in to access TJJJ-Entra-External. Enter your email address in the provided field. Click the Next button. Reset Password <ol style="list-style-type: none"> On the next screen, you will be prompted to enter your password. Do not enter a password. Under the Password field, click Forgot password? Enter the Code Sent to Email <ol style="list-style-type: none"> Check your email for the code to reset your password. Enter the code in the provided field. Click the Next button Update Your Password <ol style="list-style-type: none"> Once the code is verified, you will be directed to the password update page. Enter your new password in the field. Confirm your new password by entering it again in the Confirm password field. Click the Reset password button. Enter Multi-Factor Authentication One-Time Password (OTP) Sent to Email <ol style="list-style-type: none"> You will be prompted to enter another code sent to your email address. Check your email for the code and enter it in the field. Click the Verify button to proceed. Arrive at the SEMARC Disclaimer Pop-Up <ol style="list-style-type: none"> Upon successful login, a disclaimer pop-up will appear. This disclaimer outlines the terms and conditions for using the SEMARC application. Carefully read the disclaimer text. If you agree to the terms and conditions, click the Accept button to proceed. If you do not agree, the Decline button will log you out of the application. <p>Need Assistance? If you encounter any issues or have questions, please contact the Customer Success Team at customersuccesteam@TJJJ.Texas.Gov</p> <p>Sincerely, TJJJ Entra External ID Team</p>
<p>2.</p>	<p>Arrive at SEMARC Authentication Login Page TJJJ Entra External will redirect you to the SEMARC authentication login page.</p>
	
<p>3.</p>	<p>Select Your Agency From the drop-down menu, choose your authorizing agency: TJJJ- External Users.</p> <p>Proceed to Authentication Select the Proceed to Authentication button to continue to SEMARC.</p>

Step	Instructions
	<div data-bbox="414 268 1226 730" style="border: 1px solid #ccc; padding: 10px;"> <p>Login Instructions</p> <hr/> <ol style="list-style-type: none"> 1. Select your authorizing agency from the drop-down menu below. 2. Select the "Proceed" button to continue to your agency's authentication page. <p>Select Your Agency</p> <div data-bbox="446 499 831 562" style="border: 1px solid #ccc; padding: 2px;"> TJJD- External Users </div> <div data-bbox="446 604 831 661" style="background-color: #003366; color: white; padding: 5px; text-align: center; margin-top: 10px;"> Proceed to Authentication </div> </div>
<p>4.</p>	<p>Enter Your ICIS Email Address</p> <p>You will see a screen prompting you to sign in to access TJJD-Entra-External. Enter your email address in the provided field. Select the Next button.</p>
	<div data-bbox="552 913 1071 1312" style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p>TJJD-ENTRA-EXTERNAL</p> <p>Sign in</p> <p>Sign in to access TJJD-Entra-External</p> <div data-bbox="609 1108 1015 1150" style="border-bottom: 1px solid #ccc; padding: 2px;"> Email address </div> <div data-bbox="763 1218 1015 1255" style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> Back Next </div> </div>
<p>5.</p>	<p>Select Forgot Password?</p> <p>On the next screen, you will be prompted to enter your password. Under the Password field, select Forgot password?</p>
	<div data-bbox="576 1491 1055 1869" style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <div data-bbox="641 1543 901 1627" style="background-color: #ccc; height: 40px; width: 150px; margin-bottom: 10px;"></div> <div data-bbox="657 1606 885 1627" style="font-size: 20px; color: #ccc;">←</div> <p>Enter password</p> <div data-bbox="657 1680 982 1711" style="border-bottom: 1px solid #ccc; padding: 2px;"> Password </div> <div data-bbox="657 1722 755 1743" style="color: #003366; font-size: 12px; margin-top: 5px;"> Forgot password? </div> <div data-bbox="885 1764 982 1795" style="background-color: #003366; color: white; padding: 5px 10px; margin-top: 10px;"> Sign in </div> </div>

Step	Instructions
6.	<p>Enter the Code Sent to Your Email</p> <p>You will need to enter a code sent to your email to reset your password. Check your email for the code. Enter the code in the provided field. Select the Next button.</p>
	
7.	<p>Update Your Password</p> <p>Once the code is verified, you will be directed to the password update page. Enter your new password in the field. Ensure it is at least 8 characters long and case sensitive.</p> <p>Confirm your new password by entering it again in the Confirm password field. Select the Reset password button to finalize the process.</p>
	
8.	<p>Enter Multi-Factor Authentication One-Time Password (OTP) Sent to Your Email</p> <p>You will be prompted to enter another code sent to your registered email address. Check your email for the code and enter it in the field. Select the Verify button to proceed.</p>

Step	Instructions
	
9.	<p>Arrive at the SEMARC Disclaimer Pop-Up</p> <p>Upon successful login, a disclaimer pop-up will appear. This disclaimer outlines the terms and conditions for using the SEMARC application. Carefully read the disclaimer text. If you agree to the terms and conditions, select the Accept button to proceed. If you do not agree, the Decline button will log you out of the application.</p>
	
10.	<p>Navigating to the Search Function</p> <p>After accepting the disclaimer, you will be directed to the SEMARC welcome page. The welcome page provides an overview of the SEMARC application and its purpose. On the welcome page, locate the Go to Search button. Select the Go to Search button to proceed to the search functionality of the SEMARC application.</p> <ul style="list-style-type: none"> • Select here for guidance on how to conduct an Individual Search. • Select here for guidance on how to conduct a Bulk Search.



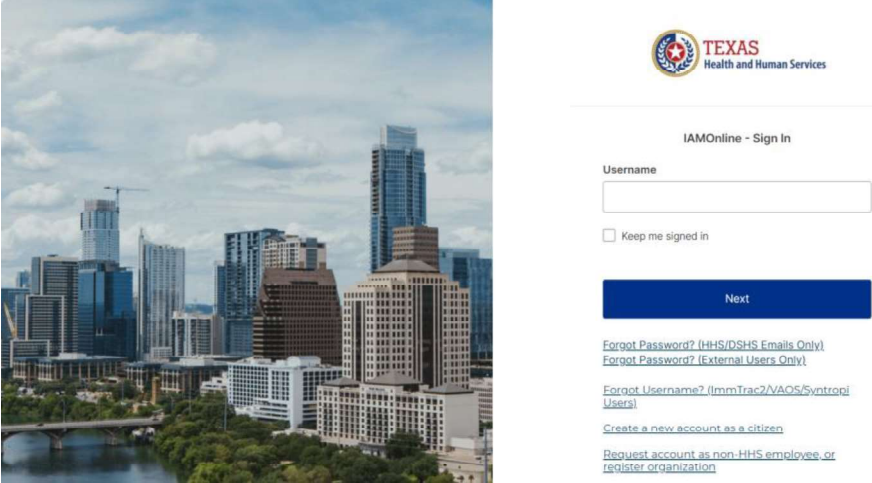
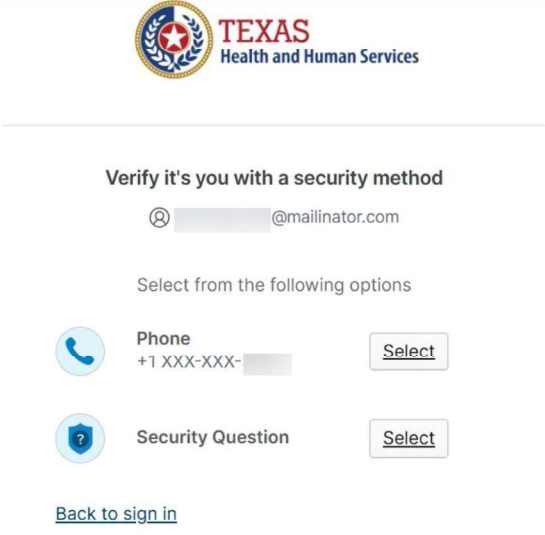
2.3 Logging into SEMARC for HHSC Internal Users - via IAMOnline





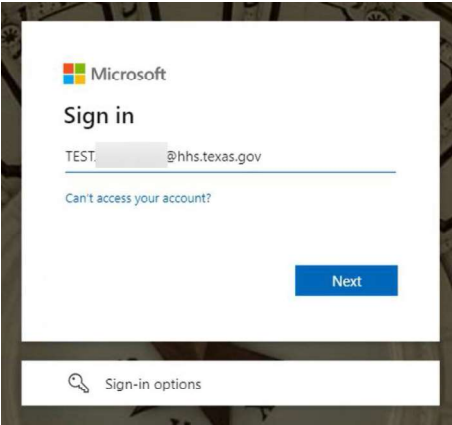
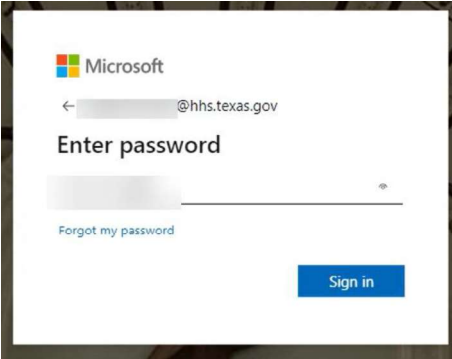
This section provides detailed instructions on logging into SEMARC for internal HHSC users associated with the Employee Misconduct Registry (EMR), Long-Term Care Regulation (LTCR), and Child Care Regulation (CCR)/Centralized Background Check Unit (CBCU). This section also contains guidance on how to request access to SEMARC through IAMOnline, and how to approve role requests if you are a manager or workgroup approver.

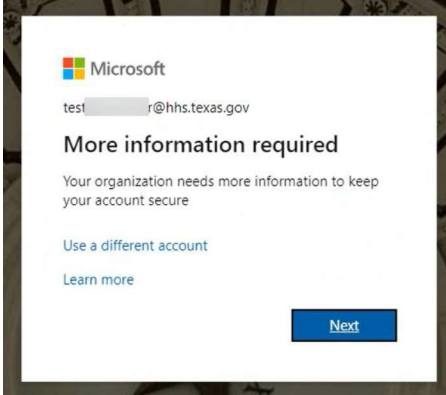
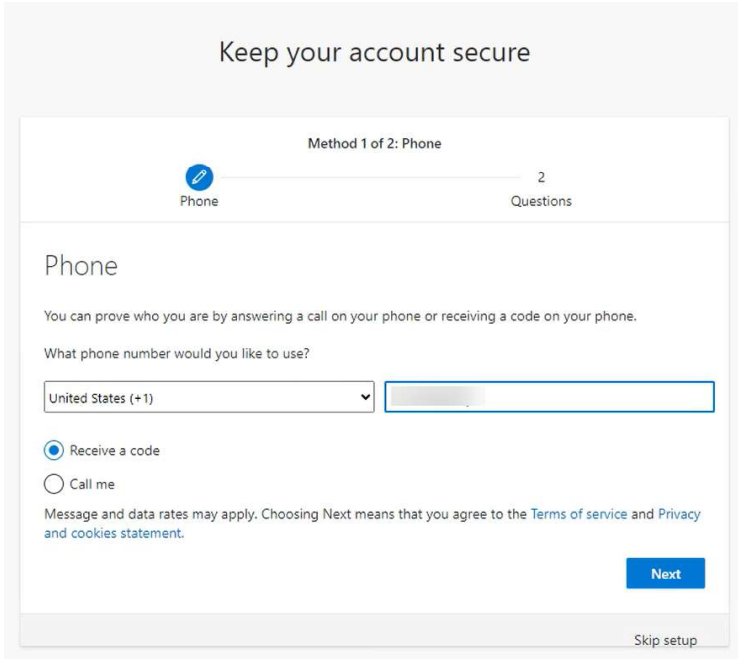
Please note that logging in through IAMOnline is exclusively for HHSC internal users. Follow the steps below to log in and use SEMARC effectively.

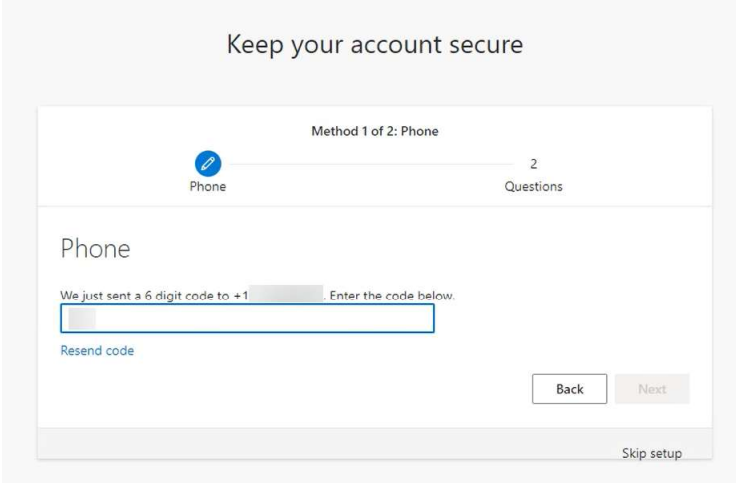
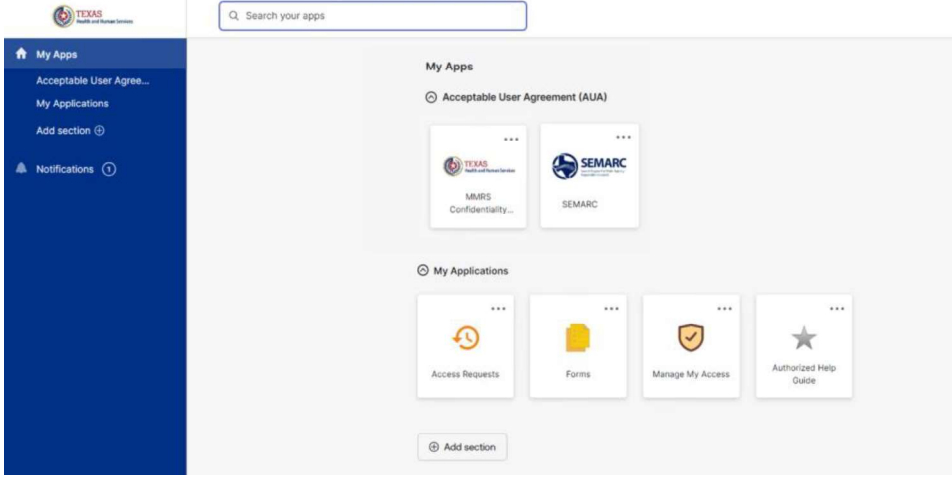
2.3.1 Logging into SEMARC via IAMOnline

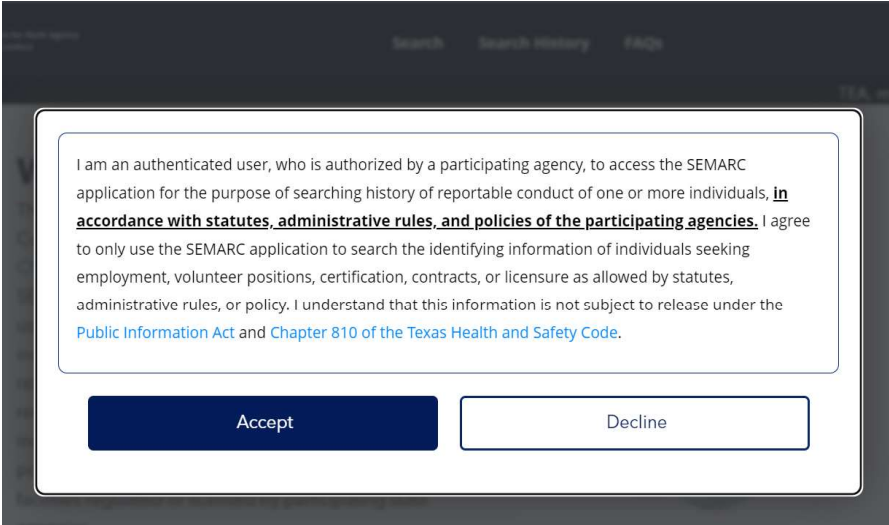
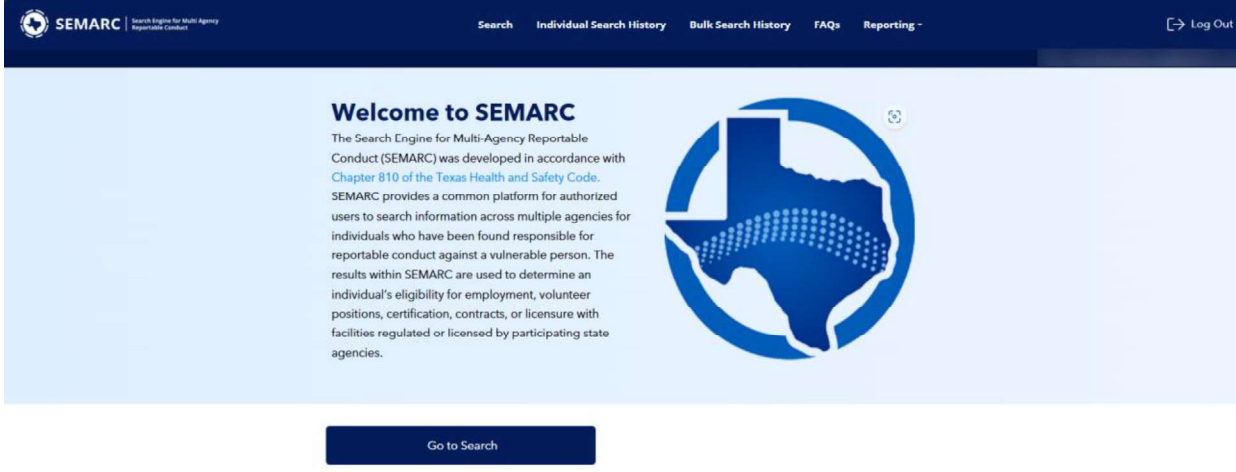
Step	Instructions
1.	<p>Access the IAMOnline Login Page</p> <p>Open your web browser and navigate to the IAMOnline login page. You will see a welcome screen with fields to enter your credentials.</p>

Step	Instructions
	
<p>2.</p>	<p>Enter Your Credentials Enter your registered email address in the Email field. Select the Next button.</p>
	
<p>3.</p>	<p>Verify Your Identity After entering your credentials, you will be prompted to verify your identity. Re-enter Password (your IAMOnline password), or enter the response to Verify with your Security Question. Select Verify.</p>

Step	Instructions
	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <p>Verify with your password</p> <p>@mailinator.com</p> <p>Password</p> <input type="password"/> <input type="button" value="Verify"/> </div> <div style="text-align: center;">   <p>Verify with your Security Question</p> <p>@mailinator.com</p> <p>What is the food you least liked as a child?</p> <input type="text"/> <input type="button" value="Verify"/> </div> </div>
<p>4.</p>	<p>Microsoft Authentication (If Applicable) – Part I</p> <ol style="list-style-type: none"> 1. Enter your Microsoft Email. Select Next. 2. Enter your Microsoft Password. Select Sign in. 3. A pop-up will appear, stating More information required. Select Next.
	<div style="text-align: center;">   </div>

Step	Instructions
	
<p>5.</p>	<p>Microsoft Authentication (If Applicable) – Part II</p> <p>You may be asked to verify your registered phone number by receiving an SMS message, <i>or</i> by receiving a call. Enter the 6-digit code sent to your authentication method. Select Next.</p>
	

Step	Instructions
	
6.	<p>View and Select SEMARC Tile</p> <p>Once your role access is approved, the SEMARC tile will appear on your IAMOnline landing page. Select the SEMARC tile.</p>
	
7.	<p>Accept the Disclaimer Pop-Up</p> <p>Upon successful login, a disclaimer pop-up will appear. This disclaimer outlines the terms and conditions for using the SEMARC application. Carefully read the disclaimer text. If you agree to the terms and conditions, click the Accept button to proceed. If you do not agree, the Decline button will log you out of the application.</p>

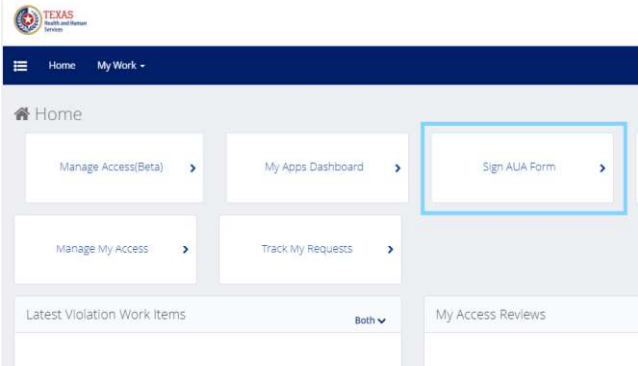
Step	Instructions
	
<p>8.</p>	<p>Navigating to the Search Function</p> <p>After accepting the disclaimer, you will be directed to the SEMARC welcome page. The welcome page provides an overview of the SEMARC application and its purpose. On the welcome page, locate the Go to Search button. Select the Go to Search button to proceed to the search functionality of the SEMARC application.</p> <ul style="list-style-type: none"> • Select here for guidance on how to conduct an Individual Search. • Select here for guidance on how to conduct a Bulk Search.
	

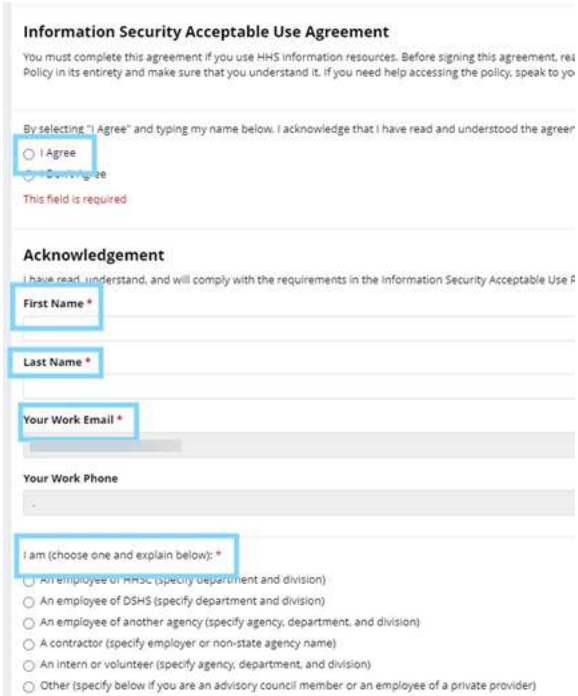
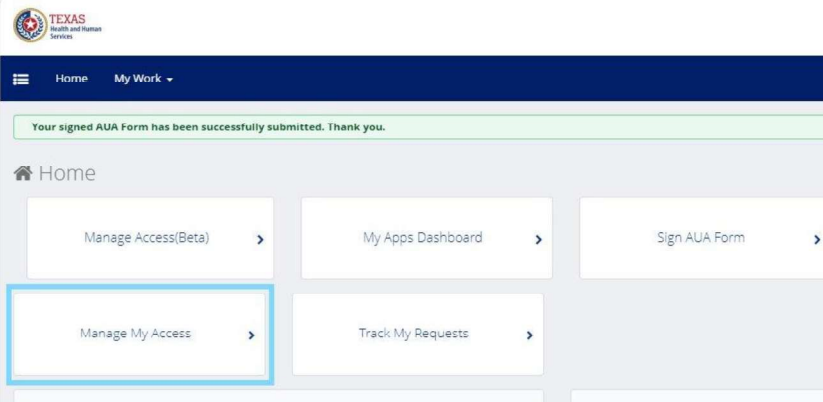
2.3.2 HHSC Role Requests (IAMOnline)

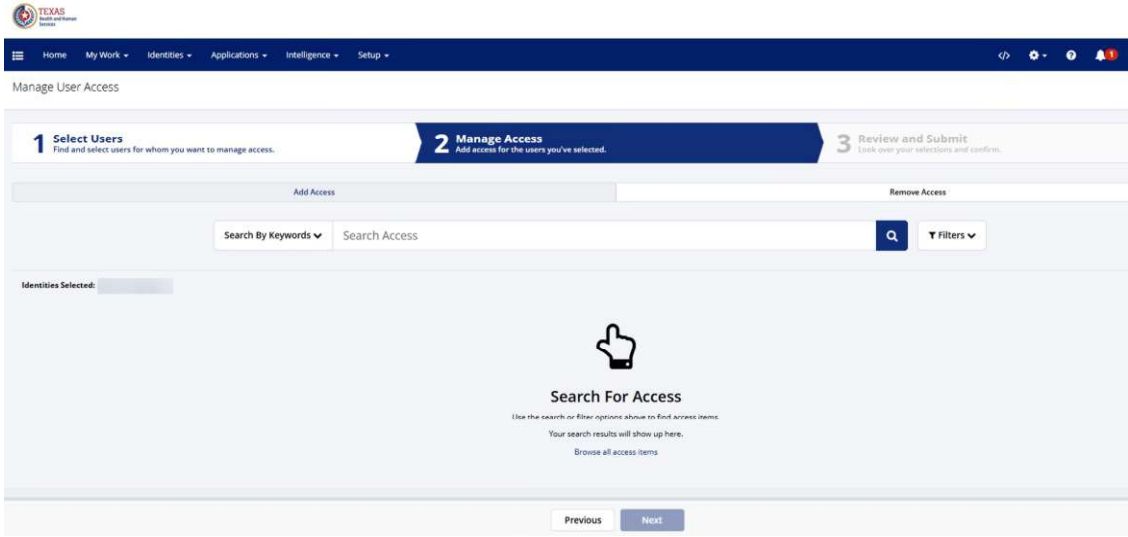
The following section provides guidance for **Employee Misconduct Registry (EMR)** users and **Child Care Regulation (CCR)/Centralized Background Check Unit (CBCU)** users to request a new role to access SEMARC.

If you are a new SEMARC user and do not have a SEMARC role and corresponding access, you will need to request the role following the outlined steps. After the necessary approvals, your account will be added to the appropriate group, granting you access to SEMARC.

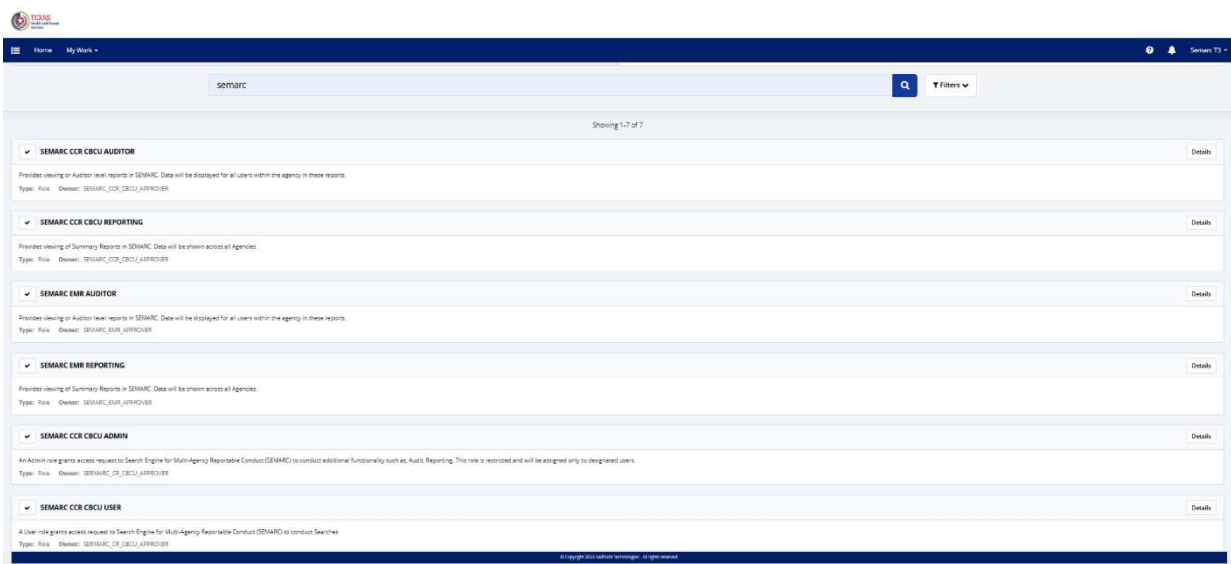
For managers seeking approval request guidance, proceed to [Section 2.3.3](#).

Step	Instructions
1.	<p>Navigate to Sign AUA (Information Security Acceptable Use Agreement) Form On the Home page, locate and select the Sign AUA Form.</p>
	 <p>The screenshot shows the SEMARC Home page. At the top, there is a navigation bar with 'Home' and 'My Work'. Below this, the 'Home' section contains several tiles: 'Manage Access(Beta)', 'My Apps Dashboard', 'Sign AUA Form' (highlighted with a blue box), 'Manage My Access', and 'Track My Requests'. At the bottom, there are sections for 'Latest Violation Work Items' and 'My Access Reviews'.</p>
2.	<p>Completing the AUA Form</p> <p>To proceed with accessing SEMARC, you must complete the Information Security Acceptable Use Agreement. Follow the steps below to fill out the form:</p> <ol style="list-style-type: none"> 1. Agree to the Terms <ul style="list-style-type: none"> • Select the checkbox next to I Agree to acknowledge that you have read and understood the agreement. 2. Fill Out Your Information <ul style="list-style-type: none"> • First Name: Enter your first name in the provided field. • Last Name: Enter your last name in the provided field. • Your Work Email or Work Phone: Enter either your work email address or your work phone number. Ensure the information is correct. 3. Specify Your Role <ul style="list-style-type: none"> • I am (choose one and explain below): Select the appropriate option that describes your role. Options include: <ul style="list-style-type: none"> • An employee of HHSC (specify department and division) • An employee of DSHS (specify department and division) • An employee of another agency (specify agency, department, and division) • A contractor (specify employer or non-state agency name) • An intern or volunteer (specify agency, department, and division)

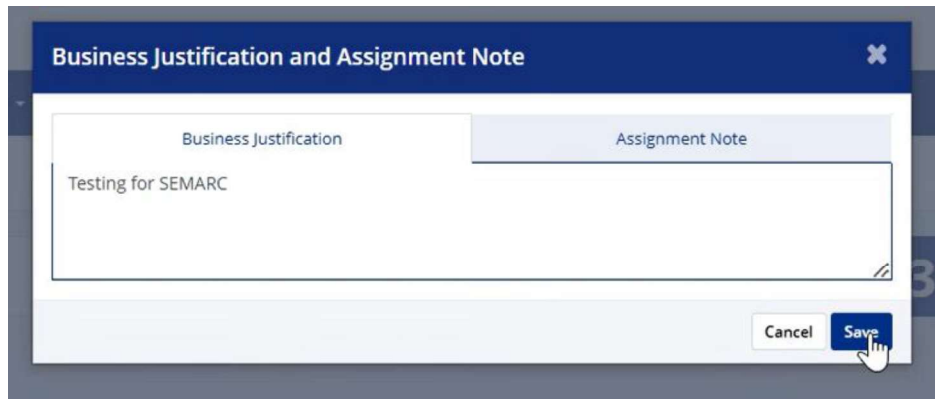
Step	Instructions
	<ul style="list-style-type: none"> • Other (specify below if you are an advisory council member or an employee of a private provider) <p>4. Submit the Form</p> <ul style="list-style-type: none"> • Ensure all required fields marked with an asterisk (*) are filled out. • Review the information for accuracy before submission.
	
<p>3.</p>	<p>Proceed to Manage My Access</p> <p>You will receive a message that the AUA has been submitted. Select Manage My Access.</p>
	
<p>4.</p>	<p>Navigate to Search Access.</p>

Step	Instructions
	
<p>5.</p>	<p>Request Desired Role.</p> <p>Type SEMARC. Select Search. Select your desired role.</p> <p><u>EMR</u> and <u>LTCR</u> users can request one of the following roles:</p> <ul style="list-style-type: none"> • SEMARC EMR User • SEMARC EMR Auditor • SEMARC EMR Reporting <p><u>CCR/CBCU</u> users can request one of the following roles:</p> <ul style="list-style-type: none"> • SEMARC CCR CBCU User • SEMARC CCR CBCCU Auditor • SEMARC CCR CBCU Reporting

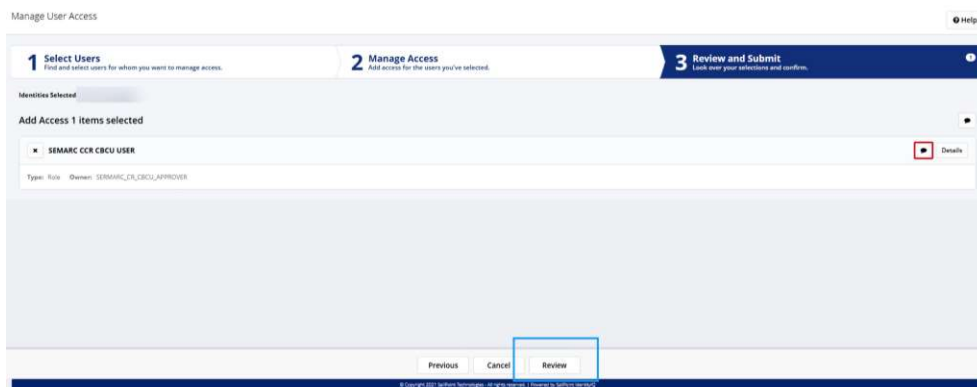
Step | **Instructions**



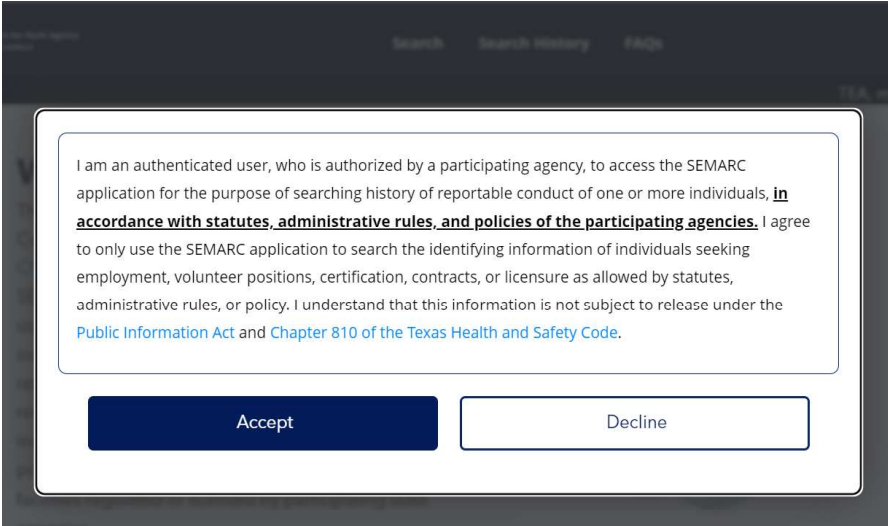
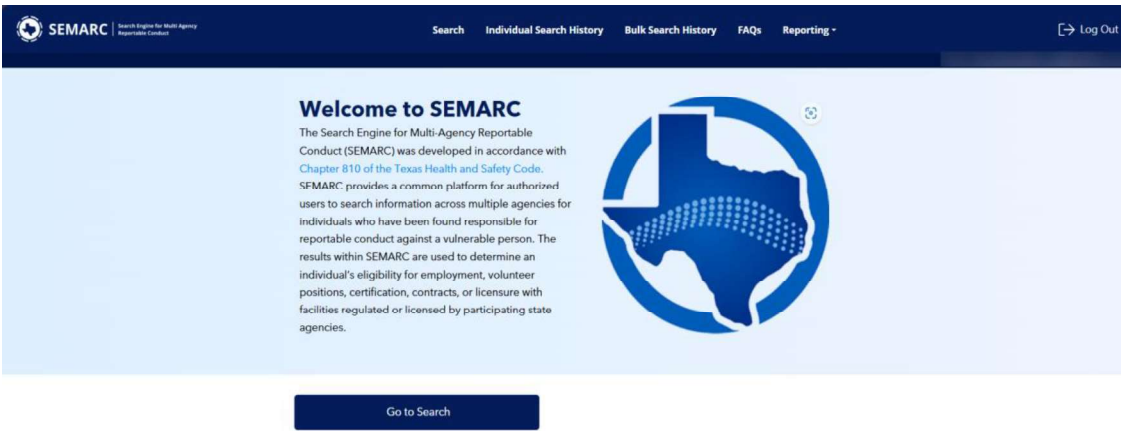
6. Enter a **Business Justification** for your role request (e.g., "requesting access to SEMARC for the purpose of...").



7. Select **Review**. Wait for manager and work group members to approve your request. Once your access is approved, proceed to **Step 8**.

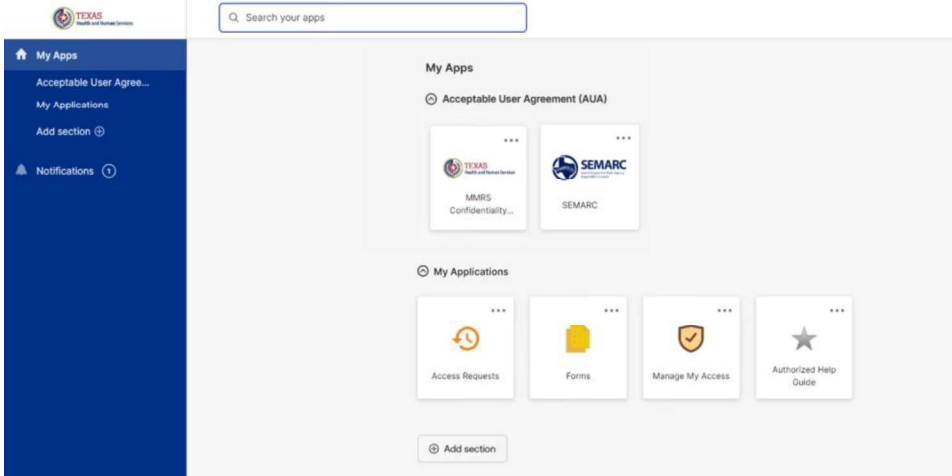
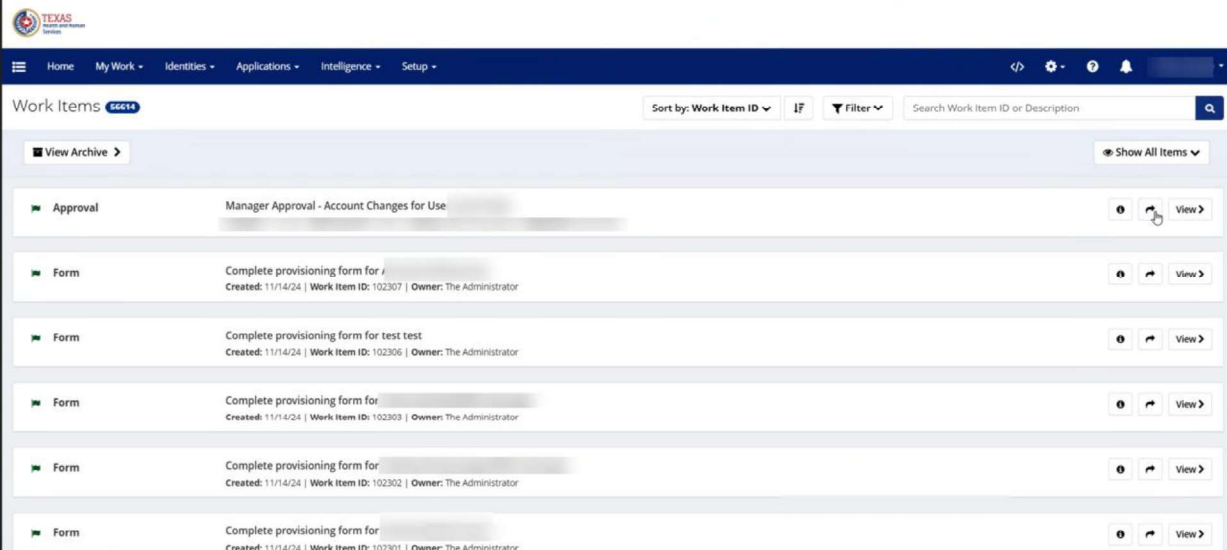


8. **View and Select SEMARC Tile**

Step	Instructions
	Once your role access is approved, the SEMARC tile will appear on your IAMOnline landing page. Select the SEMARC tile.
9.	<p>Accept the Disclaimer Pop-Up</p> <p>Upon successful login, a disclaimer pop-up will appear. This disclaimer outlines the terms and conditions for using the SEMARC application. Carefully read the disclaimer text. If you agree to the terms and conditions, select the Accept button to proceed. If you do not agree, the Decline button will log you out of the application.</p>
	
10.	<p>Navigating to the Search Function</p> <p>After accepting the disclaimer, you will be directed to the SEMARC welcome page. The welcome page provides an overview of the SEMARC application and its purpose. On the welcome page, locate the Go to Search button. Select the Go to Search button to proceed to the search functionality of the SEMARC application.</p> <ul style="list-style-type: none"> • Select here for guidance on how to conduct an Individual Search. • Select here for guidance on how to conduct a Bulk Search.
	

2.3.3 HHSC Role Request Approvals (IAMOnline)

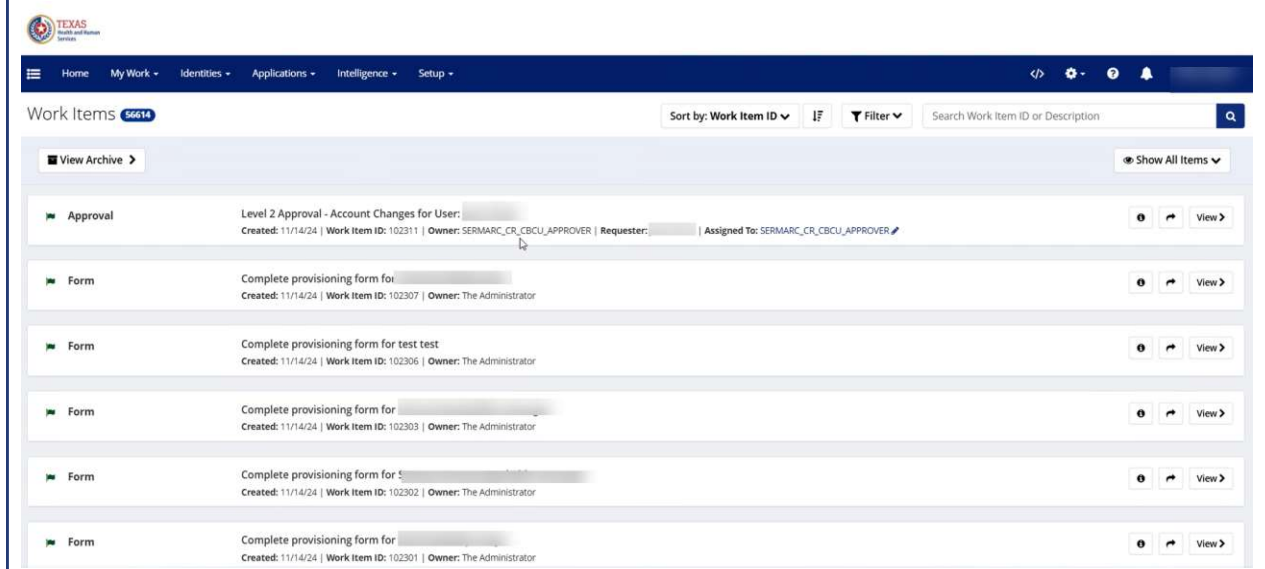
The following section provides guidance for managers and work group members to approve role requests in IAMOnline.

Step	Instructions
1.	Select SEMARC title on your IAMOnline landing page.
	 <p>The screenshot shows the IAMOnline landing page. On the left is a blue navigation sidebar with 'My Apps' selected. The main content area has a search bar at the top. Below it, under 'My Apps', there is a section for 'Acceptable User Agreement (AUA)' with two tiles: 'MBRS Confidentiality...' and 'SEMARC'. Below that is a section for 'My Applications' with four tiles: 'Access Requests', 'Forms', 'Manage My Access', and 'Authorized Help Guide'. An 'Add section' button is at the bottom.</p>
2.	If you are a <u>first-level</u> approval manager, select the arrow under Manager Approval . If you are a second-level approval manager, proceed to Step 4.
	 <p>The screenshot shows the 'Work Items' page in IAMOnline. The top navigation bar includes 'Home', 'My Work', 'Identities', 'Applications', 'Intelligence', and 'Setup'. Below the navigation is a search bar and a 'Sort by: Work Item ID' dropdown. The main content area shows a list of work items. The first item is an 'Approval' titled 'Manager Approval - Account Changes for Use' with a 'View' button. The subsequent items are 'Form' items titled 'Complete provisioning form for...' with 'View' buttons. The 'Approve' button on the first item is highlighted with a mouse cursor.</p>
3.	If you are a <u>first-level</u> approval manager, select the Approve box. The request will now be sent to the second-level approval manager. If you are a second-level approval manager, proceed to Step 4.

SEMARC User Guide



4. If you are a second-level approval manager, select **View** under **Level 2 Approval** to approve or reject the role request.



5. If you are a second-level approval manager, select the **Approve** box. This will complete the role request approval process.

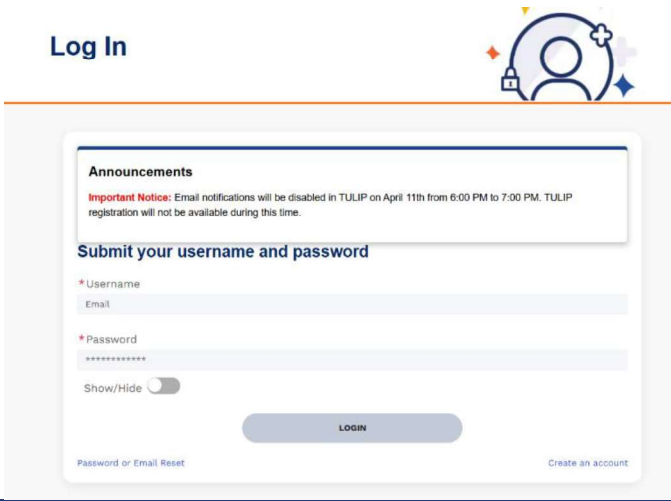
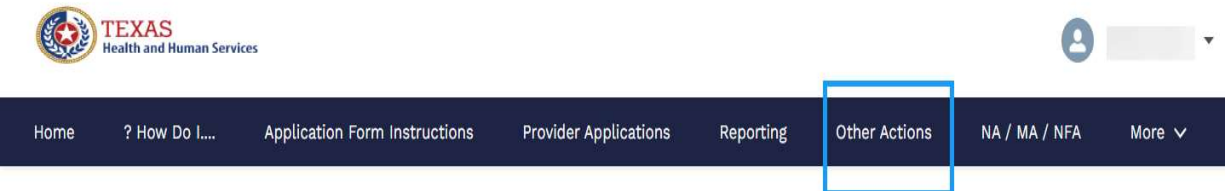
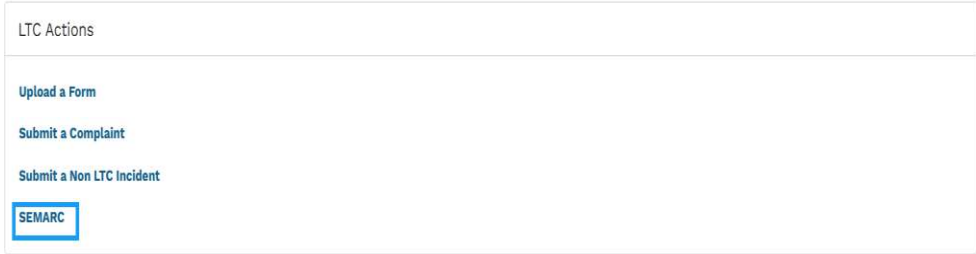


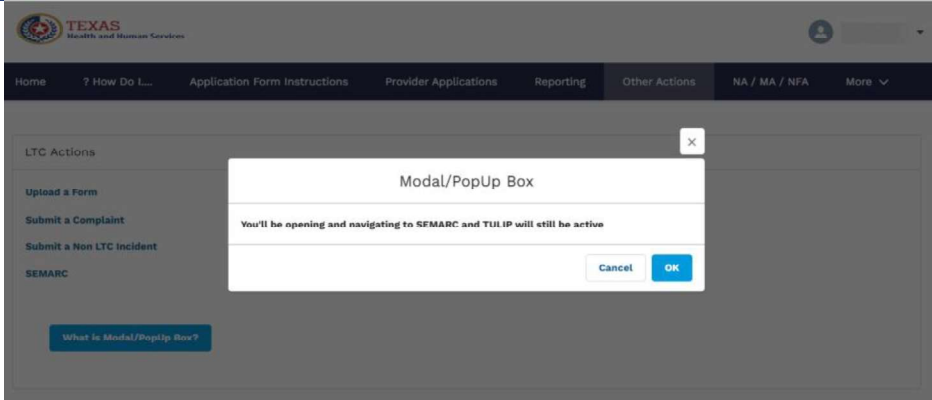
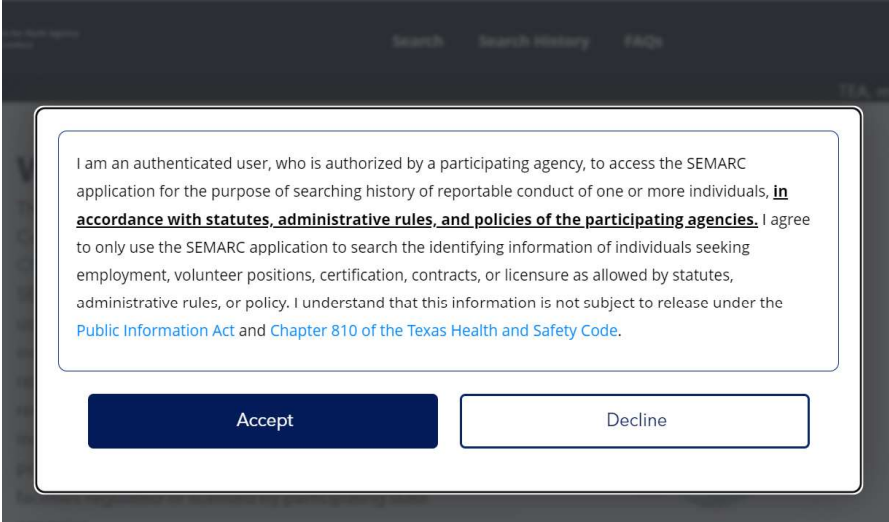
2.4 Logging into SEMARC for HHSC External Users (e.g., Providers) via TULIP

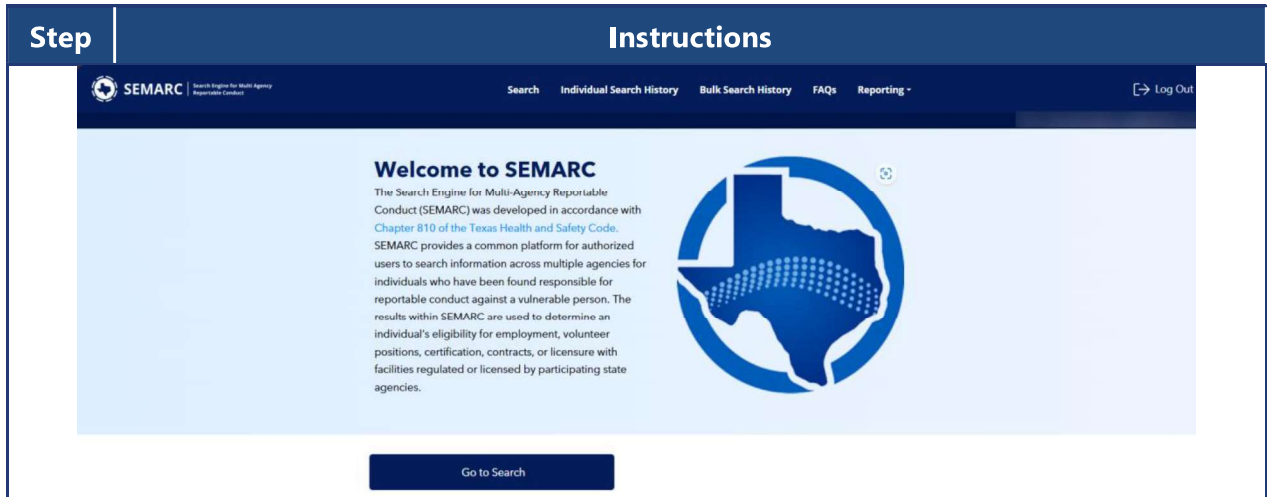
This section provides detailed instructions on how to log into SEMARC for external HHSC users, such as Long-Term Care (LTC) Providers.

SEMARC User Guide

Please note that logging in through TULIP is exclusively for HHSC external users, ensuring a secure and streamlined access to SEMARC's features and functionalities. Follow the steps below to successfully log in and start using SEMARC effectively.

Step	Instructions
1.	Navigate to the TULIP portal. Enter your TULIP credentials to Login .
	
2.	Navigate to the Other Actions tab
	
3.	Under LTC Actions, select the SEMARC link
	

Step	Instructions
4.	<p>Launch SEMARC</p> <p>A pop-up message will appear, informing the user that a SEMARC window will open, and that TULIP will remain active in the current window. Select OK.</p>
	
5.	<p>Accept the Disclaimer Pop-Up</p> <p>Upon successful login, a disclaimer pop-up will appear. This disclaimer outlines the terms and conditions for using the SEMARC application. Carefully read the disclaimer text. If you agree to the terms and conditions, select the Accept button to proceed. If you do not agree, the Decline button will log you out of the application.</p>
	
6.	<p>Navigating to the Search Function</p> <p>After accepting the disclaimer, you will be directed to the SEMARC welcome page. The welcome page provides an overview of the SEMARC application and its purpose. On the welcome page, locate the Go to Search button. Select the Go to Search button to proceed to the search functionality of the SEMARC application.</p> <ul style="list-style-type: none"> • Select here for guidance on how to conduct an Individual Search. • Select here for guidance on how to conduct a Bulk Search.


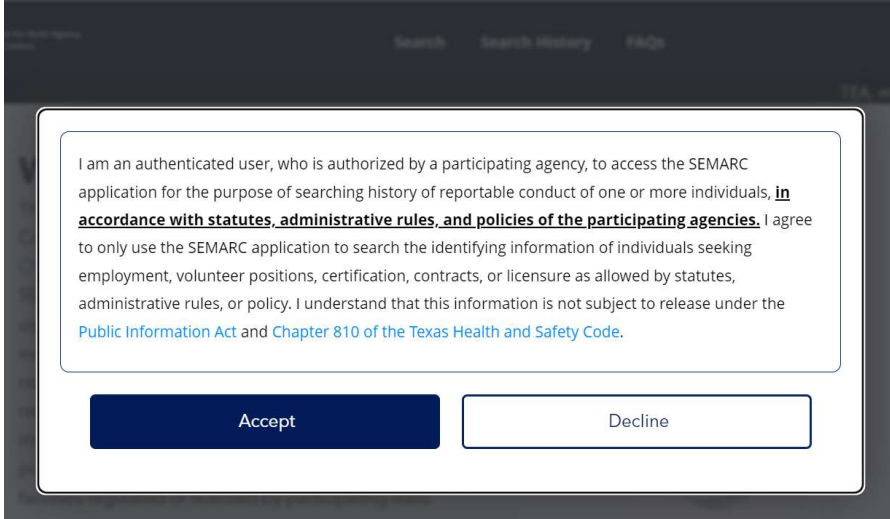


2.5 Logging into SEMARC for DFPS Users via MyDAP

This section provides detailed instructions on how to log into SEMARC via My DFPS Application Passport (MyDAP) for DFPS users.

Please note that logging in through MyDAP is exclusively for DFPS internal users, ensuring secure and streamlined access to SEMARC's features and functionalities. Follow the steps below to successfully log in and start using SEMARC effectively.


Step	Instructions
1.	<p>Navigate to the MyDAP Portal.</p> <p>Enter your DFPS credentials to Sign in.</p>
2.	<p>Arrive at My DFPS Application Passport</p> <p>Select the SEMARC link on the left-side menu.</p>

Step	Instructions
	
3.	<p>Accept the Disclaimer Pop-Up</p> <p>Upon successful login, a disclaimer pop-up will appear. This disclaimer outlines the terms and conditions for using the SEMARC application. Carefully read the disclaimer text. If you agree to the terms and conditions, click the Accept button to proceed. If you do not agree, the Decline button will log you out of the application.</p>
	
4.	<p>Navigating to the Search Function</p> <p>After accepting the disclaimer, you will be directed to the SEMARC welcome page. The welcome page provides an overview of the SEMARC application and its purpose. On the welcome page, locate the Go to Search button. Select the Go to Search button to proceed to the search functionality of the SEMARC application.</p> <ul style="list-style-type: none"> • Select here for guidance on how to conduct an Individual Search. • Select here for guidance on how to conduct a Bulk Search.

SEMARC User Guide


Step

Instructions

**SEMARC** Search Engine for Multi-Agency Reportable Conduct
[Search](#) [Individual Search History](#) [Bulk Search History](#) [FAQs](#) [Reporting -](#) [Log Out](#)

Welcome to SEMARC

The Search Engine for Multi-Agency Reportable Conduct (SEMARC) was developed in accordance with Chapter 810 of the Texas Health and Safety Code. SEMARC provides a common platform for authorized users to search information across multiple agencies for individuals who have been found responsible for reportable conduct against a vulnerable person. The results within SEMARC are used to determine an individual's eligibility for employment, volunteer positions, certification, contracts, or licensure with facilities regulated or licensed by participating state agencies.



[Go to Search](#)

3 SEMARC Searches

3.1 Search Parameters

SEMARC partner agencies may have different requirements for conducting searches, but agree to the following minimum required data elements:

- First and Last Name
- Date of Birth (DOB)
- Social Security Number (SSN)

Note: The SSN field is required for all individual searches unless the user checks the **SSN Not Assigned** box. If the box is checked, the system displays a message reading "Please confirm that this person has not been assigned a Social Security Number (SSN). Click "Agree" to proceed or "Disagree" to provide the assigned SSN." If the user clicks the **Search** button without entering an SSN or checking off the **SSN Not Assigned** box, a message displays: "To proceed with the search, you must provide an SSN if assigned or confirm that there is no SSN assigned."

Optional data that is not required but is highly recommended to obtain an overall better search result:

- Middle name
- Alias name (AKA)

Note: Not every agency has a middle name or aliases in their data.

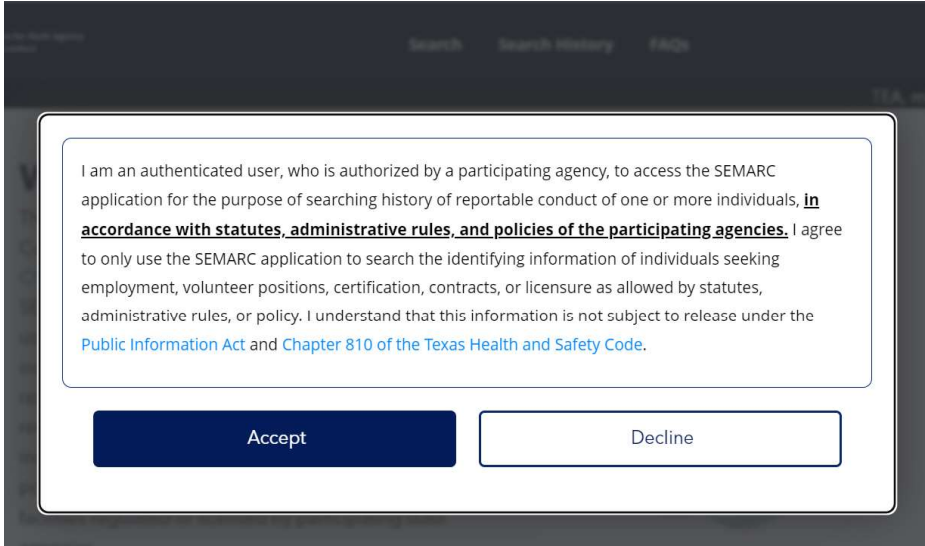
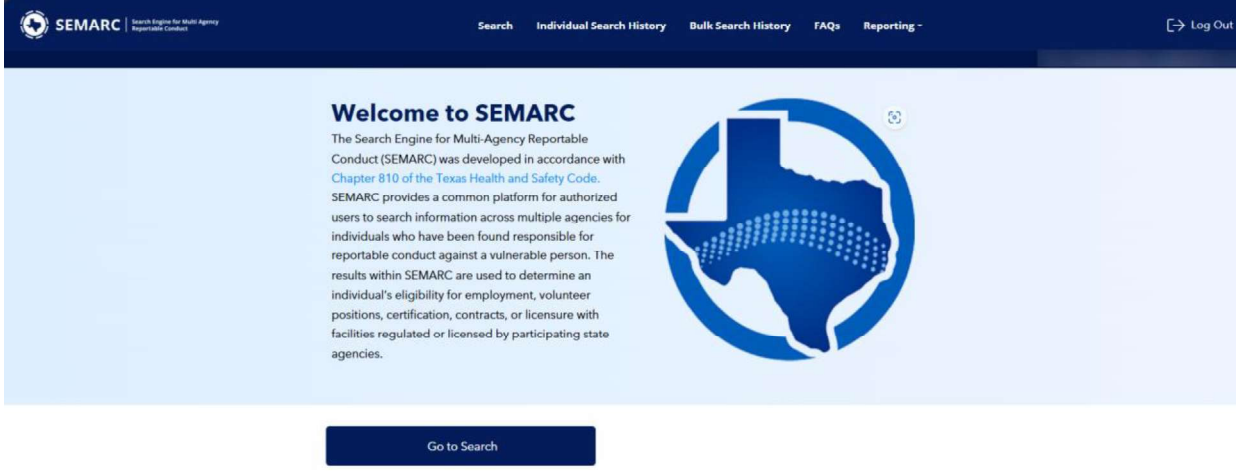
Note: Not every agency has middle names or aliases in their data.

3.2 Understanding Results

3.2.1 Individual Search

This section will help you conduct individual searches across all agencies using the SEMARC application. Follow the steps below to complete an individual search in SEMARC.

Step	Instructions
1.	<p>Accept the Disclaimer Pop-Up</p> <p>Upon successful login, a disclaimer pop-up will appear. This disclaimer outlines the terms and conditions for using the SEMARC application. Carefully read the disclaimer text. If you agree to the terms and conditions, click the Accept button to proceed. If you do not agree, the Decline button will log you out of the application.</p>

Step	Instructions
	
<p>2.</p>	<p>Navigating to the Search Function</p> <p>After accepting the disclaimer, you will be directed to the SEMARC welcome page which provides an overview and purpose of the SEMARC application. On the welcome page, select the Go to Search button to proceed to the search functionality of the SEMARC application.</p>
	
<p>3.</p>	<p>Performing a Search</p> <p>After selecting Go to Search, you will be directed to the Search page. The Search page allows you to search across multiple agencies (DFPS, TJJJ, HHSC, and TEA) using specific search criteria. Ensure that you have selected the Individual Search tab.</p> <p>A. Enter Search Criteria</p>

Step	Instructions
	<ol style="list-style-type: none"> 1. First Name: Enter a first name with at least 2 characters (e.g., "John"). The more letters of the name you enter, the better your search results will be. 2. Last Name: Enter a last name with at least 2 characters (e.g., "Doe"). The more letters of the name you enter, the better your search results will be. 3. Date of Birth (DOB): Enter a date of birth that is not a future date and makes the individual at least 10 years old (e.g., "01/01/2000"). 4. Social Security Number (SSN): Enter a social security number with exactly 9 digits (e.g., "123456789"). 5. Confirm SSN: Re-enter SSN value to confirm. The two SSN fields must match or the system will return an error message: "The SSNs entered do not match. Please confirm the correct SSN." <i>Note: This field does not allow the user to copy and paste.</i> 6. SSN Not Assigned: When the person does not have an SSN, you have the option to check "SSN Not Assigned". When you check the "SSN Not Assigned" box, an SSN warning popup will display on your screen. After clicking the "Agree" button, the Social Security Number and Confirm SSN fields will be disabled with no values. If you click the "Disagree" button, the entered SSN and Confirm SSN values will remain active, and the search would not be conducted until you click "Agree" or enter an SSN. <i>Note: SSN Not Assigned should only be used when person has not been assigned a Social Security Number (SSN).</i> <p>Advanced Search</p> <p>Advanced search allows users to refine their queries using optional fields such as alias and middle name for more precise results.</p> <ol style="list-style-type: none"> 1. Middle Name: Enter a valid middle name with at least 2 characters. 2. Alias: Enter an alias first name AND alias last name with at least 2 characters. You may add up to 10 aliases at a time to the search. To add an alias, select the + Add an Alias Name. <p><i>Note: You must enter at least the Date of Birth (DOB) and/or Social Security Number (SSN) along with First Name and Last Name to get a valid search result.</i></p> <p>B. Select Search</p> <p>After entering the required information, select the Search button to perform the search.</p> <p>If you need to reset the input fields, select the Reset All Input Fields button.</p>

SEMARC User Guide

Step

Instructions

Search

Search across agencies (DFPS, TJJJ, HHSC, and TEA) using the search criteria below. Please enter First Name, Last Name, Date of Birth (DOB) and Social Security Number (SSN) if applicable or select SSN Not Assigned to get a valid search result.

Individual Search Bulk Search

First Name * First Name	Middle Name Middle Name
Last Name * Last Name	Date of Birth * MM/DD/YYYY
Social Security Number - - -	Confirm SSN - - -

SSN Not Assigned
[+ Add an Alias Name](#)

Search Reset All Input Fields

Search

Search across agencies (DFPS, TJJJ, HHSC, and TEA) using the search criteria below. Please enter First Name, Last Name, Date of Birth (DOB) and Social Security Number (SSN) if applicable or select SSN Not Assigned to get a valid search result.

Individual Search Bulk Search

First Name * Name	Middle Name Middle Name
Last Name * Last	Date of Birth * 01/01/2000
Social Security Number 123-45-6789	Confirm SSN *****

SSN Not Assigned
[+ Add an Alias Name](#)

Search Reset All Input Fields

Step **Instructions**

Search
 Search across agencies (DFPS, TJJ, HHSC, and TEA) using the search criteria below. Please enter First Name, Last Name, Date of Birth (DOB) and Social Security Number (SSN) if applicable or select SSN Not Assigned to get a valid search result.

Individual Search Bulk Search

First Name *

Last Name *

Social Security Number

SSN Not Assigned

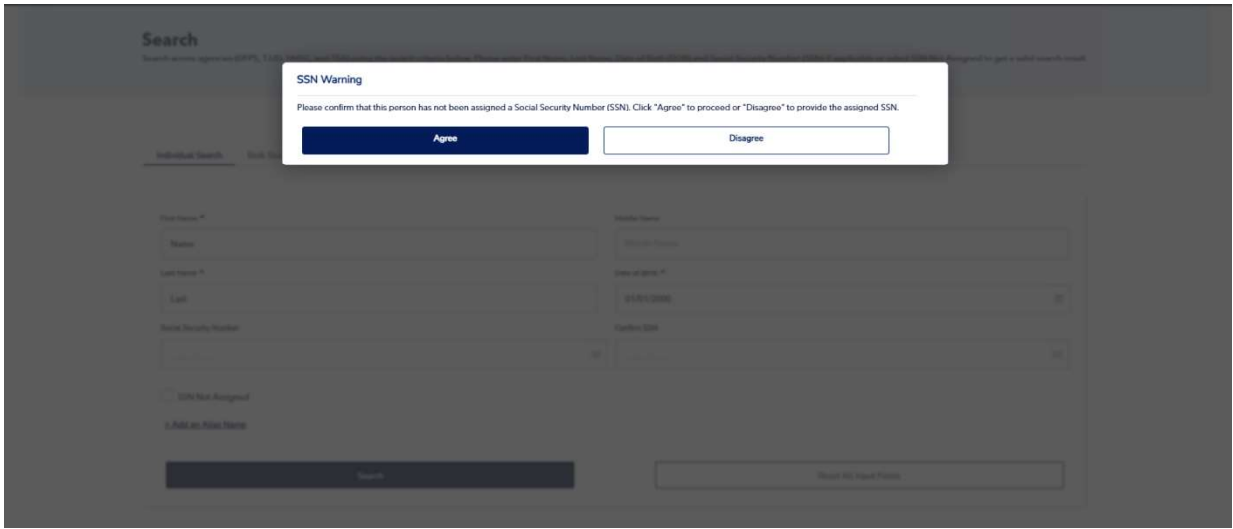
[+ Add an Alias Name](#)

Middle Name

Date of Birth *

Confirm SSN

Minimum of 9 digits are required.
The SSNs entered do not match. Please confirm the correct SSN.



4. Viewing Search Results

After completing a search, you will be directed to the **Search Results** page. This page displays the results based on your search criteria.

The results are categorized by agency (TEA, HHSC, DFPS, TJJ). Each result includes the following information:

- **Agency**
- **Determination** (Found, Not Found, Error, Pending or Potential Match)
- **Last Name**
- **First Name**
- **Date of Birth**
- **Last 4 SSN**

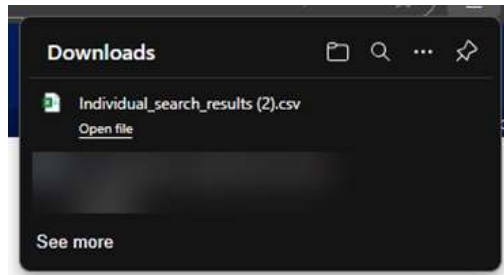
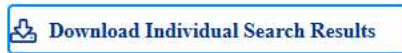
Step	Instructions																																																																																										
	<ul style="list-style-type: none"> • Driver's License • Additional Details (select "View Details" for more information) <p>Note: DFPS results may temporarily display a Pending status. This means the agency requires additional processing time for your request. You can check the status of your request by visiting the Search Request History page. The status will be updated within 24 hours as the request is processed.</p> <p>Note: TJJID will never return a Found result. TJJID does not have SSN in its data, so even when an exact match for the name and date of birth is found, the result will return a Potential Match. You will need to confirm that the person you are searching for and the person returned as a potential match are the same person.</p>																																																																																										
	<div data-bbox="396 695 1224 821"> <p>Individual Search > Search Results</p> <h3>Search Results</h3> <p>Search results based on your search criteria are shown below. Please click on "View details" for additional information about a specific result.</p> </div> <div data-bbox="396 842 1224 926"> <p>Search Criteria:</p> <p>First Name: <small>First Name</small> Middle Name: <small>Middle Name</small> Last Name: <small>Last Name</small> Date Of Birth: Last 4 SSN: <small>Last 4 of SSN</small></p> <p>Aliases: N/A</p> </div> <table border="1" data-bbox="412 961 1208 1339"> <thead> <tr> <th>Agency</th> <th>Determination</th> <th>First Name</th> <th>Middle Name</th> <th>Last Name</th> <th>Date Of Birth</th> <th>Last 4 SSN</th> <th>Driver's License</th> <th>AKA</th> <th>Additional Details</th> </tr> </thead> <tbody> <tr> <td>DFPS</td> <td> Pending</td> <td>Name</td> <td></td> <td>Last</td> <td>DOB</td> <td></td> <td></td> <td></td> <td>View Details</td> </tr> <tr> <td>HHSC</td> <td> Found</td> <td>Name</td> <td></td> <td>Last</td> <td>DOB</td> <td>Last 4 SSN</td> <td></td> <td></td> <td>View Details</td> </tr> <tr> <td>TEA</td> <td> Not Found</td> <td>Name</td> <td></td> <td>Last</td> <td>DOB</td> <td></td> <td></td> <td></td> <td>View Details</td> </tr> <tr> <td>TJJID</td> <td> Potential Match</td> <td>Name</td> <td></td> <td>Last</td> <td>DOB</td> <td></td> <td>DL#</td> <td></td> <td>View Details</td> </tr> <tr> <td>TJJID</td> <td> Potential Match</td> <td>Name</td> <td></td> <td>Last</td> <td>DOB</td> <td></td> <td>DL#</td> <td></td> <td>View Details</td> </tr> <tr> <td>TJJID</td> <td> Potential Match</td> <td>Name</td> <td></td> <td>Last</td> <td>DOB</td> <td></td> <td>DL#</td> <td></td> <td>View Details</td> </tr> <tr> <td>TJJID</td> <td> Potential Match</td> <td>Name</td> <td></td> <td>Last</td> <td>DOB</td> <td></td> <td>DL#</td> <td></td> <td>View Details</td> </tr> <tr> <td>TJJID</td> <td> Potential Match</td> <td>Name</td> <td></td> <td>Last</td> <td>DOB</td> <td></td> <td>DL#</td> <td></td> <td>View Details</td> </tr> </tbody> </table> <div data-bbox="407 1388 630 1413"> <p>Download Individual Search Results</p> </div>	Agency	Determination	First Name	Middle Name	Last Name	Date Of Birth	Last 4 SSN	Driver's License	AKA	Additional Details	DFPS	Pending	Name		Last	DOB				View Details	HHSC	Found	Name		Last	DOB	Last 4 SSN			View Details	TEA	Not Found	Name		Last	DOB				View Details	TJJID	Potential Match	Name		Last	DOB		DL#		View Details	TJJID	Potential Match	Name		Last	DOB		DL#		View Details	TJJID	Potential Match	Name		Last	DOB		DL#		View Details	TJJID	Potential Match	Name		Last	DOB		DL#		View Details	TJJID	Potential Match	Name		Last	DOB		DL#		View Details
Agency	Determination	First Name	Middle Name	Last Name	Date Of Birth	Last 4 SSN	Driver's License	AKA	Additional Details																																																																																		
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HHSC	Found	Name		Last	DOB	Last 4 SSN			View Details																																																																																		
TEA	Not Found	Name		Last	DOB				View Details																																																																																		
TJJID	Potential Match	Name		Last	DOB		DL#		View Details																																																																																		
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5.	<p>View Details</p> <p>To view additional details, select View Details. This pop-up will provide the following information: Determination, Reporting Agency, Reportable Conduct Type, Reportable Conduct Date, Final Determination Date, and Comments (if applicable).</p> <p>Some individuals may have more than one reportable conduct type. In that case, the View Details panel will display pagination buttons at the bottom of the popup to view the details for each type.</p>																																																																																										

Step	Instructions
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6. **Download Individual Search Results**

To export your search results, select the **Download Individual Search Results** button at the bottom of the page, under the **Search Results** table. The download will populate in the **Downloads** page of your browser. Open the file to view results in a spreadsheet format.



Record ID	Agency	AKA	Last Name	First Name	Middle Name	Social Sec	Date Of Birth	Determina	Last Name	First Name	Middle Name	Social Sec	Date Of Birth	Driver Lice	Reportabl	Reportable	Final Date	Comments
766afb42-DFPS			Last	Name		4.12E+08		Pending										
766afb42-HHSC			Last	Name		4.12E+08		Found	Last	Name		SSN	#####		On Februa	2020	Name	##### ##
766afb42-HHSC			Last	Name		4.12E+08		Found	Last	Name		SSN	#####		This is the 2nd time Traci has been placed on t			
Between A 2019 and , 2019 Trac			8/9/2019	8/9/2019	EXPLOITATION													
766afb42-TEA			Last	Name		4.12E+08		Not Found										
766afb42-TJJD			Last	Name		4.12E+08		Potential	Last	Name		DOB	---	DL#	Insubordination	#####	Certification	
766afb42-TJJD			Last	Name		4.12E+08		Potential	Last	Name		DOB	---	DL#	Substance Abuse	#####	Certification	
766afb42-TJJD			Last	Name		4.12E+08		Potential	Last	Name		DOB	---	DL#	Data Breach	#####	Certification	
766afb42-TJJD			Last	Name		4.12E+08		Potential	Last	Name		DOB	---	DL#	Abuse. On	2014	Responde	to wit: hitt ct
766afb42-TJJD			Last	Name		4.12E+08		Potential	Last	Name		DOB	---	DL#	Abuse and	causing the juvenile t	#####	Ce
766afb42-TJJD			Last	Name		4.12E+08		Potential	Last	Name		DOB	---	DL#	Threatened to kill a ju	#####	Certification	
766afb42-TJJD			Last	Name		4.12E+08		Potential	Last	Name		DOB	---	DL#	On or abou	2007	Responent failed to	##
766afb42-TJJD			Last	Name		4.12E+08		Potential	Last	Name		DOB	---	DL#	Abuse; unfr	2017	Responde	causing pain

7. To conduct a **Bulk Search**, proceed to [Section 3.4](#). For more information about search results, visit [Section 5](#) for **Frequently Asked Questions**.

3.2.2 DFPS

Reportable Conduct is defined as a subset of the child abuse and neglect investigation data found in DFPS' case management system called Information Management Protecting Adults and Children in Texas (IMPACT).

A **Found** result will consist of all investigation findings in which the subject was found to be a **sustained perpetrator** of child abuse or neglect.

The categories of completed investigations that will be defined as **Reportable Conduct** and included in SEMARC results are:

- Childcare investigations (daycare and residential).
- School-based child investigations.
- Investigations involving DFPS and Single Source Continuum Contractor (SSCC) employees.
- Provider investigations (concerning child victims in the DFPS system).

Not Included in DFPS Results

- Subjects currently involved in an open investigation (alleged perpetrators).
- Designated perpetrators of abuse or neglect, with cases pending due process.
- Family-based child protective investigations.
- Adult Protective Services investigations.

3.2.3 HHSC

The Employee Misconduct Registry (EMR) ensures unlicensed personnel who commit acts of abuse, neglect, exploitation, misappropriation, or misconduct against residents or consumers are denied employment in HHSC Long-Term Care (LTC) regulated facilities and agencies.

Reportable Conduct is defined in [Chapter 810, Health and Safety Code](#).

Not Included in HHSC Results

- Subjects currently involved in an open investigation.
- Closed investigations pending due process.
- Abuse and neglect findings that do not meet the EMR standard as set in under [Chapter 253, Health and Safety Code](#).
- Overturned findings.
- Unlicensed boarding and group homes.
- Nurse Aide Certification/Medication Aide permitting status.

- Investigations conducted by facilities or agencies.

3.2.4 TEA

The Registry of Persons Not Eligible for Employment (Do Not Hire Registry – DNHR) includes individuals found to have abused a student or minor, solicited a romantic relationship with a student, committed a crime involving a student, or committed any offense listed in TEC §22A.201.

Not Included in TEA Results

- Subjects currently involved in an open investigation.
 - TEA does not close a case while due process is pending.
- Closed investigations in which the individual has been cleared of the allegation.
- Subjects whose certification has been temporarily suspended.

3.2.5 TJJJ

Reportable conduct is conduct that has been addressed through TJJJ's due process procedures and has resulted in a determination by the TJJJ Board that an individual's TJJJ certification as a county juvenile probation officer, supervision officer, or community activities officer is revoked or that an individual without a certification is ineligible for future certification.

TJJJ's authority is over the following:

- Individuals who possess a certification as a juvenile probation officer, supervision officer, or community activities officer (these are county level);
- Individuals who are employed by, contract with, volunteer with, or otherwise serve in a position at a juvenile probation department or non-TJJJ juvenile justice facility but are not certified;
- Individuals who are employed by, contract with, volunteer with, or otherwise serve in a position at a non-juvenile justice facility (for conduct involving a person placed there by a juvenile court);
- Individuals who are employed by, contract with, volunteer with, or otherwise serve in a position at TJJJ.

Relevant statutes: Sections 222.053-.054, [Human Resources Code](#).

Not Included in TJJJ Results

- A person whose certification or ability to get a certification has been temporarily suspended;
- A person who is under an active investigation;
- A person who is still in the disciplinary process;
- A person whose case does not result in revocation of certification or ineligibility for certification.

Relevant statutes: Sections 222.053-.054, [Human Resources Code](#).

3.3 SEMARC Determination Statuses

When using the SEMARC system, you will encounter various determination statuses that indicate the results of your search queries. Understanding these statuses is crucial for interpreting the information provided by the system and taking appropriate actions. The table below outlines each status and its definition to help you navigate the SEMARC system effectively.

Note: Even if a result is **Found** or a **Potential Match** is identified, it is a possibility the individual in the results is not the same as the individual of the search. You may need additional information to make that determination.

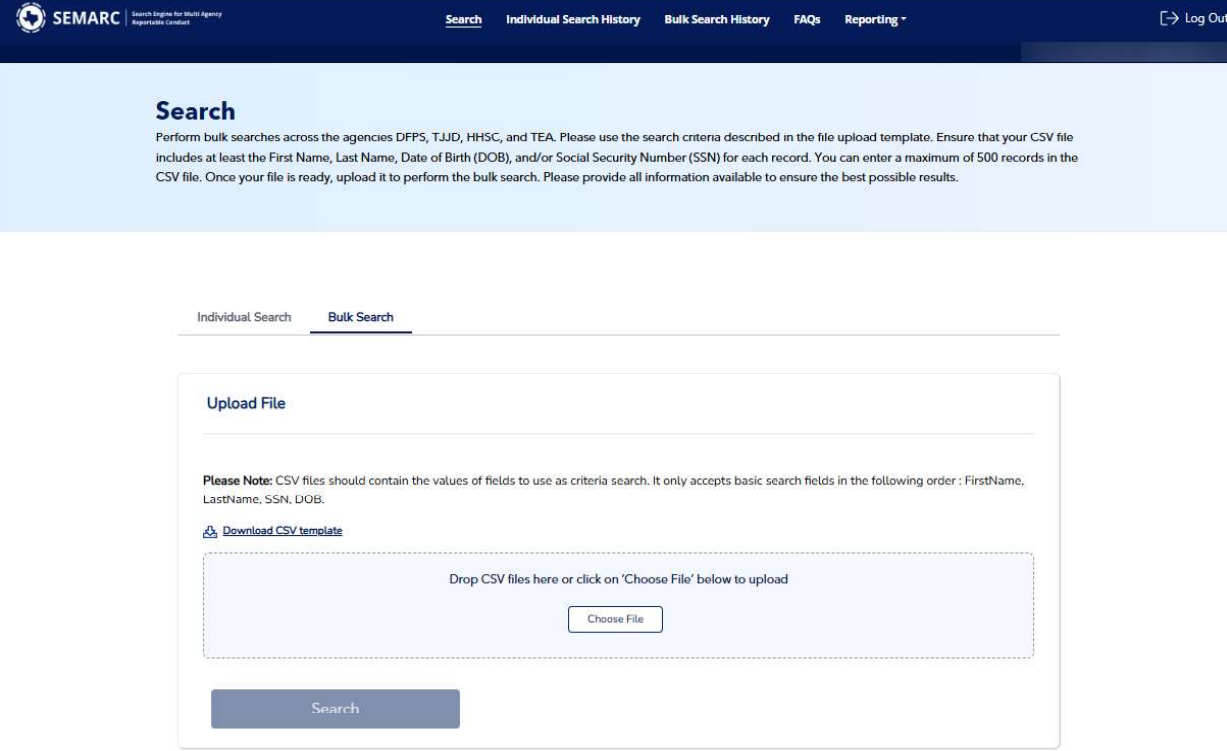
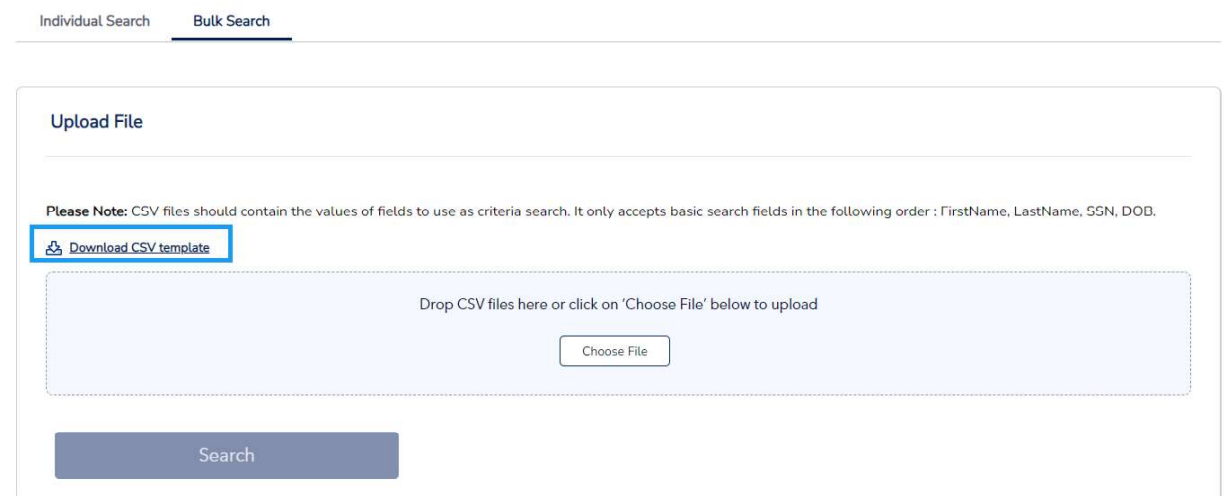
Status	Definition
Found	Indicates that the agency has identified an exact match for the individual in the registry.
Not Found	The individual entered does not exist in the agency's registry.
Potential Match	One or more individuals have been found in the registry that may match the search criteria. This often occurs when using phonetic matching algorithms like Soundex.
Error	An issue has occurred in either the SEMARC system or the agency's registries.
Pending	The search query is still being processed, and a determination has not yet been made.

3.4 Bulk Search

Bulk searches are multiple checks submitted together in one file, rather than individually. These requests follow a separate workflow to ensure timely processing.

This section will help you perform bulk searches across all agencies using the SEMARC application. Follow the steps below to complete a bulk search.

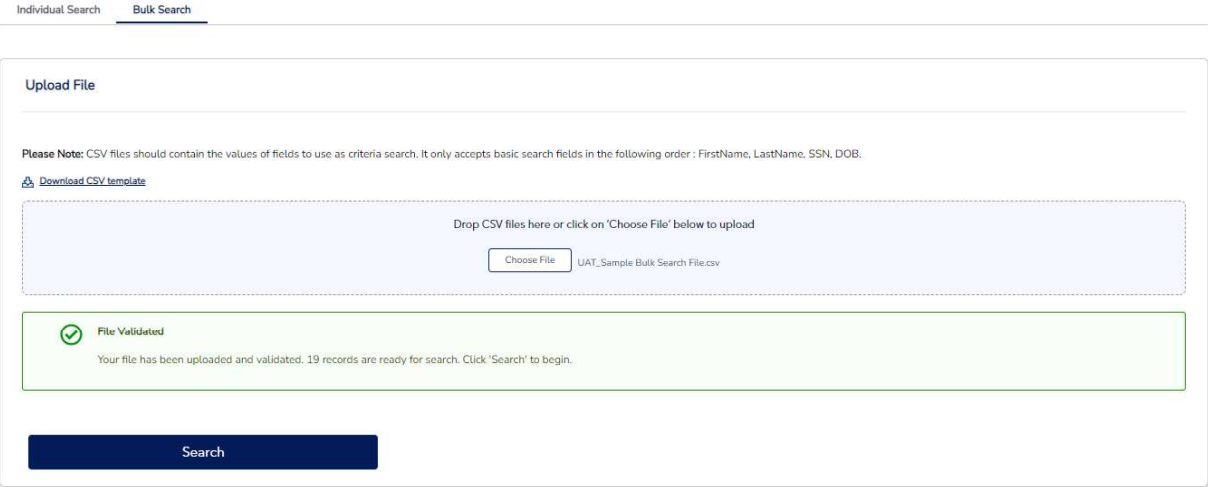
Step	Instructions
1.	<p>Access the Bulk Search Feature</p> <p>Navigate to the SEMARC Search page. Select the Bulk Search tab.</p>

Step	Instructions
	 <p>Search</p> <p>Perform bulk searches across the agencies DFPS, TJJ, HHSC, and TEA. Please use the search criteria described in the file upload template. Ensure that your CSV file includes at least the First Name, Last Name, Date of Birth (DOB), and/or Social Security Number (SSN) for each record. You can enter a maximum of 500 records in the CSV file. Once your file is ready, upload it to perform the bulk search. Please provide all information available to ensure the best possible results.</p> <p>Individual Search Bulk Search</p> <p>Upload File</p> <p>Please Note: CSV files should contain the values of fields to use as criteria search. It only accepts basic search fields in the following order: FirstName, LastName, SSN, DOB.</p> <p>Download CSV template</p> <p>Drop CSV files here or click on 'Choose File' below to upload</p> <p>Choose File</p> <p>Search</p>
<p>2.</p>	<p>Download the CSV Template</p> <p>Select the Download CSV template link to download the template file. Save the CSV file to your computer.</p>
	 <p>Individual Search Bulk Search</p> <p>Upload File</p> <p>Please Note: CSV files should contain the values of fields to use as criteria search. It only accepts basic search fields in the following order: FirstName, LastName, SSN, DOB.</p> <p>Download CSV template</p> <p>Drop CSV files here or click on 'Choose File' below to upload</p> <p>Choose File</p> <p>Search</p>
<p>3.</p>	<p>Input Search Criteria</p> <p>Open the CSV template using a spreadsheet application, such as Excel.</p> <p>Enter the search criteria in the respective columns. The template requires the following fields in this specific order:</p>


Step	Instructions
	<ol style="list-style-type: none"> 1. FirstName (Required) 2. LastName (Required) 3. Middle Name (Optional) 4. Social Security Number (Either Social Security Number or Date of Birth required) 5. Date of Birth (Either Social Security Number or Date of Birth required) 6. Alias_First_Name (Optional) 7. Alias_Last_Name (Optional) <p>Ensure that each row contains the search criteria for one individual. You can enter a maximum of 500 records in each CSV file upload. If you need to search more than 500 records, you will submit an additional search with a second file.</p> <p>You may enter up to 10 aliases for each individual being searched. Each alias entry must include both a first name and a last name.</p> <p>Note: Ensure you remove the sample text in rows 2 and 3 (as displayed below) before uploading your file.</p>



4.	<p>Save the CSV File</p> <p>After entering all the search criteria, save the file in CSV format.</p>
5.	<p>Upload the CSV File</p> <p>Return to the SEMARC Bulk Search page. Select the Choose File button or drag and drop your CSV file into the upload area. Ensure the file is uploaded successfully.</p> <p>Note:</p> <ul style="list-style-type: none"> • Ensure that you receive a File Validated green pop-up box confirming your upload was successful. • If there is a file error, you may need to make sure your file adheres to the instructions and re-upload.

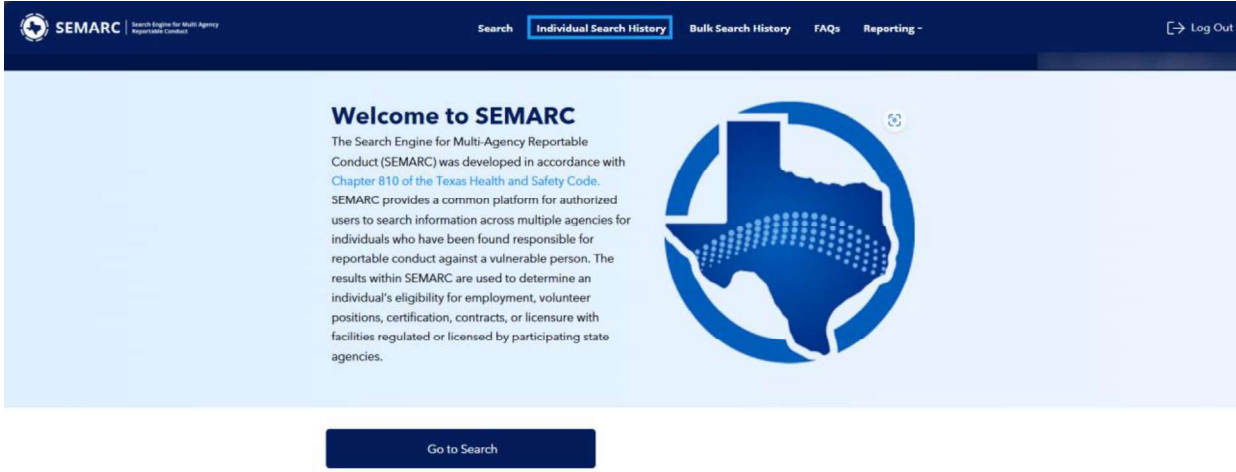
Step	Instructions
	<ul style="list-style-type: none"> The CSV file should not contain any additional columns or data outside the specified fields. Ensure your CSV file includes at least the First Name, Last Name, Date of Birth (DOB), and/or Social Security Number (SSN) for each record to ensure the best possible results.
	
6.	<p>Perform the Bulk Search</p> <p>Once the file is uploaded, select the Search button to initiate the bulk search. The system will process the search across different agencies and return the results based on the criteria provided.</p>
7.	<p>Viewing Bulk Search Results</p> <p>After the bulk search is completed, you will be directed to the Bulk Search Results page to view the following information:</p> <ul style="list-style-type: none"> File uploaded Search Date Agency (DFPS, HHSC, TEA, TJJD) Status (Completed, in progress, or error) Results <p>Note: If there is an error during the search process, a message appears indicating the agency the error is associated with, and the need to retry the search.</p>

Step	Instructions																									
	<p>Search > Bulk Search Results</p> <p>Bulk Search Results</p> <p>Results for your search are shown below. You can export your selected results as a CSV file. Results from DFPS may display "In Progress" if they are pending completion.</p> <div style="margin-top: 10px;"> <div style="border: 1px solid #c6e0b4; padding: 5px; margin-bottom: 5px; display: flex; align-items: center;"> ✔ DFPS Search Completed </div> <div style="border: 1px solid #c6e0b4; padding: 5px; margin-bottom: 5px; display: flex; align-items: center;"> ✔ HHSC Search Completed </div> <div style="border: 1px solid #c6e0b4; padding: 5px; margin-bottom: 5px; display: flex; align-items: center;"> ✔ TEA Search Completed </div> <div style="border: 1px solid #c6e0b4; padding: 5px; display: flex; align-items: center;"> ✔ TJJJ Search Completed </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #1a3d54; color: white;"> <th>File Uploaded</th> <th>Search Date</th> <th>Agency</th> <th>Status</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td>"UAT_Sample Bulk Search File.csv"</td> <td>1-3-2025</td> <td>DFPS</td> <td>Completed </td> <td>Download Results</td> </tr> <tr> <td>"UAT_Sample Bulk Search File.csv"</td> <td>1-3-2025</td> <td>HHSC</td> <td>Completed </td> <td>Download Results</td> </tr> <tr> <td>"UAT_Sample Bulk Search File.csv"</td> <td>1-3-2025</td> <td>TEA</td> <td>Completed </td> <td>Download Results</td> </tr> <tr> <td>"UAT_Sample Bulk Search File.csv"</td> <td>1-3-2025</td> <td>TJJJ</td> <td>Completed </td> <td>Download Results</td> </tr> </tbody> </table> <p style="font-size: 0.8em; margin-top: 5px;">Merge and Download Results - Click on the button below to merge all results into a single file:</p> <div style="text-align: center; margin-top: 5px;"> Download Merged Results </div>	File Uploaded	Search Date	Agency	Status	Results	"UAT_Sample Bulk Search File.csv"	1-3-2025	DFPS	Completed 	Download Results	"UAT_Sample Bulk Search File.csv"	1-3-2025	HHSC	Completed 	Download Results	"UAT_Sample Bulk Search File.csv"	1-3-2025	TEA	Completed 	Download Results	"UAT_Sample Bulk Search File.csv"	1-3-2025	TJJJ	Completed 	Download Results
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"UAT_Sample Bulk Search File.csv"	1-3-2025	TJJJ	Completed 	Download Results																						
<p>8.</p>	<p>Downloading Individual Results</p> <p>For each agency, the status will be displayed as Completed once the search is finished. Select the Download Results link next to each agency to download the search results as an Excel file.</p>																									
	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #1a3d54; color: white;"> <th>Status</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td>Completed </td> <td>Download Results</td> </tr> <tr> <td>Completed </td> <td>Download Results</td> </tr> <tr> <td>Completed </td> <td>Download Results</td> </tr> <tr> <td>Completed </td> <td>Download Results</td> </tr> </tbody> </table>	Status	Results	Completed 	Download Results	Completed 	Download Results	Completed 	Download Results	Completed 	Download Results															
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<p>9.</p>	<p>Merging and Downloading All Results</p>																									

Step	Instructions
	If you would like to merge all the results into a single file, select the Download Merged Results button at the bottom of the results page. This will download an Excel file containing all the search results from all agencies.
	

3.5 Search History

3.5.1 Individual Search History

Step	Instructions
1.	<p>Individual Search History</p> <p>Navigate to the SEMARC landing page. Select the Individual Search History tab located in the header.</p>
 <p>The screenshot shows the SEMARC landing page. The header includes the SEMARC logo and navigation tabs: Search, Individual Search History (highlighted), Bulk Search History, FAQs, and Reporting. A 'Log Out' link is in the top right. The main content area features a 'Welcome to SEMARC' message, a brief description of the system, and a 'Go to Search' button. A map of Texas is shown on the right side of the welcome message.</p>	
2.	<p>View Individual Search History</p> <p>SEMARC will direct you to your Individual Search History page. This page provides you with a detailed record of your past search activities. This page displays a chronological list of all searches performed while logged in, containing the following details:</p> <ul style="list-style-type: none"> • Date and Time • Last Name • First Name • Date of Birth • Last 4 SSN • Search Status • Search ID (Unique identifier of each search result)

Step **Instructions**

• **Actions**

Date and Time	Last Name	First Name	Date of Birth	Last 4 SSN	Search Status	Search ID	Actions
04/17/2025 1:43 PM	Lee	Heidi		1234 5678	Pending	80b58c89-027e-4221-91b6-b51caf1a8fc5	Refresh
04/17/2025 11:40 AM	Lee	Heidi		1234 5678	Pending	d1da56ceb-c1a99-4921-9c49-833b436fcb2	Refresh
04/16/2025 4:22 PM	Lee	Heidi		1234 5678	Pending	b86dd752-1afe-48af-9377-b3ba8917276	Refresh
04/16/2025 4:20 PM	Lee	Heidi	02/01		Pending	ed7591c7-255f-4b9d-a372-078d961989a	Refresh
04/16/2025 3:12 PM	Lee	Heidi	02/01		Pending	7326ac7f-70b1-4a11-bdcb-1a3d61f1018d	Refresh
04/11/2025 11:44 AM	Lee	Heidi	02/01		Pending	0c460886-6fa-4b20-bb79-b78fe5362b5e	Refresh
03/24/2025 2:27 PM	Lee	Heidi	02/01		Completed	8e53a1f7-f34b-4bf5-aa1e-d1e75367a80dd	View Past Results
03/13/2025 11:23 AM	Lee	Heidi	02/01		Completed	f3906e8e-b4da-4098-9e80-12a88fe7c0aa	View Past Results
02/24/2025 4:14 PM	Lee	Heidi	02/01		Error	af8c5467-0f9a-460b-8d18-55d266501020	Refresh
02/24/2025 4:07 PM	Lee	Heidi	02/01		Completed	0c832aeb-c632-4e51-986f-c3ca59022901	View Past Results

1 2 3 Next Last

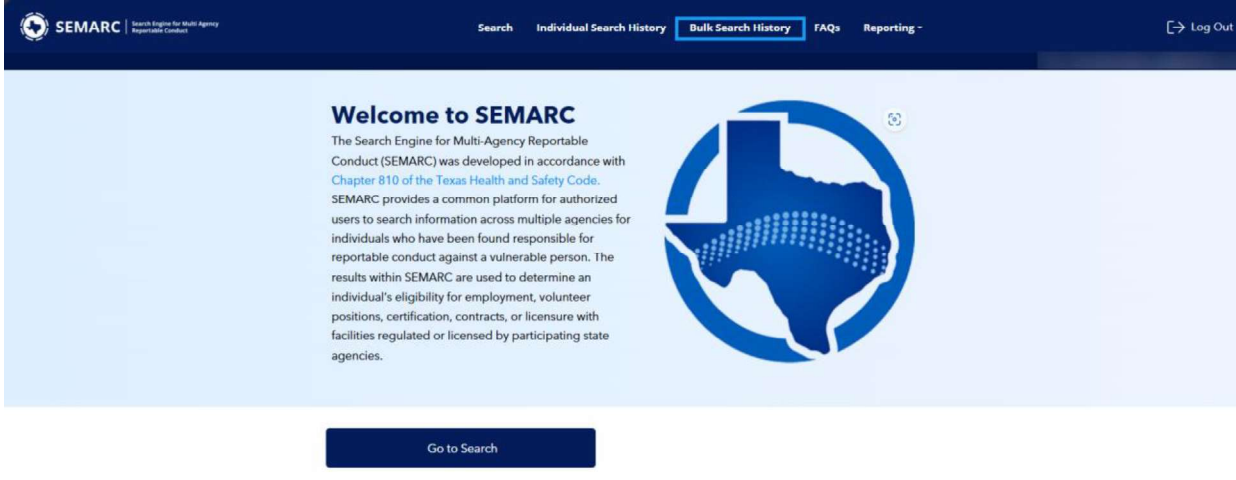
3. **Actions**

View Past Results

- Completed searches
 - For completed searches, you may **View Past Results** for up to seven calendar days. Each search result may return the following details: Determination, Reporting Agency, Reportable Conduct Type, Reportable Conduct Date, Final Determination Date, and Comments.
 - After the seven calendar days, you may use the Search History pages to access the Determination and Reporting Agency details for each of your searches.
- Incomplete searches
 - Pending results are considered *incomplete*. You can access your full record history for up to seven calendar days after the record is finalized by DFPS.

Step	Instructions
	<ul style="list-style-type: none"> • Each search result may return the following details: Determination, Reporting Agency, Reportable Conduct Type, Reportable Conduct Date, Final Determination Date, and Comments. • DFPS may take up to thirty days to process a search request. • Once the request is completed, users have a seven-day window to view the complete search results for that request. • After this seven-day period, users will only be able to view the record Determination and Reporting Agency details. <p>Refresh</p> <p>The Refresh action updates the status of your search results if they are still pending, or if there is an error. Use the Refresh tool to check the latest updates from the agencies involved. <u>There are two scenarios where you can use the Refresh action:</u></p> <ol style="list-style-type: none"> 1. Agency Returns an Error: <ul style="list-style-type: none"> • If any of the agency searches (HHSC, TEA, TJJ) result in an Error, but DFPS is still Pending, you must wait 24 hours from the initial search submission before refreshing the results for those agencies. <p>Note: Refreshing the results will not resolve the error. You should review the error details or contact your agency for further assistance. Do not contact the agency with the error unless it is the agency with which you are affiliated.</p> 2. DFPS is Pending: <ul style="list-style-type: none"> • If DFPS displays a Pending status, you must wait 24 hours from the initial search submission before refreshing DFPS results. • You will not be able to refresh Pending results on the first day of your search. You can refresh Pending results starting the next business day, and then once every 24 hours thereafter for up to 30 days. • If DFPS returns an Error, you can immediately refresh the results for DFPS. However, refreshing the results will not resolve the error. You should review the error details or contact the agency with which you are associated for assistance. <p>Note:</p> <ul style="list-style-type: none"> • Once all agencies have completed their searches, refreshing is not allowed. • Refreshing the results does not initiate a new search; it only updates the status of the existing search.

3.5.2 Bulk Search History

Step	Instructions
1.	<p>Bulk Search History</p> <p>Navigate to the SEMARC landing page. Select the Bulk Search History tab located in the header.</p>
	 <p>The screenshot shows the SEMARC landing page. At the top, there is a dark blue header with the SEMARC logo on the left and navigation links: Search, Individual Search History, Bulk Search History (which is highlighted with a blue box), FAQs, and Reporting. On the right side of the header is a 'Log Out' link. Below the header is a light blue banner with the text 'Welcome to SEMARC' and a description of the system. To the right of the text is a circular graphic containing a map of Texas with a grid of dots. At the bottom of the banner is a dark blue button labeled 'Go to Search'.</p>
2.	<p>View Bulk Search History</p> <p>SEMARC will direct you to the Bulk Search History page. This page provides you with a detailed record of your past search activities. This page displays a chronological list of all searches performed while logged in, containing the following details:</p> <ul style="list-style-type: none"> • Date and Time • File Uploaded • Search Status • Search ID (Unique identifier of each search result) • Actions

Step	Instructions																																																	
	<table border="1"> <thead> <tr> <th style="background-color: #1a3d4d; color: white;">Data and Time</th> <th style="background-color: #1a3d4d; color: white;">File Uploaded</th> <th style="background-color: #1a3d4d; color: white;">Search Status</th> <th style="background-color: #1a3d4d; color: white;">Search Id</th> <th style="background-color: #1a3d4d; color: white;">Actions</th> </tr> </thead> <tbody> <tr> <td>04/11/2025 12:09 PM</td> <td>"Test Bulk Search Positive FILE.csv"</td> <td> Error</td> <td>8b0bfb1b-7b8b-4967-a21d-29eca2f20a76</td> <td>Refresh</td> </tr> <tr> <td>02/24/2025 11:48 AM</td> <td>"LIAT Sample Data Selection (2).csv"</td> <td> Completed</td> <td>abee9de5-27f4-4c19-a955-299832c3cb89</td> <td>View Past Results</td> </tr> <tr> <td>02/14/2025 1:20 PM</td> <td>"LIAT 2 Sample Bulk Search File.csv"</td> <td> Completed</td> <td>1acef0ed-b078-45a8-9522-cd22735ed5ea</td> <td>View Past Results</td> </tr> <tr> <td>02/14/2025 1:19 PM</td> <td>"LIAT 2 Sample Bulk Search File.csv"</td> <td> Pending</td> <td>485b26d7-cd97-4dda-b928-6c408a146394</td> <td>Refresh</td> </tr> <tr> <td>01/03/2025 12:27 PM</td> <td>"LIAT Sample Bulk Search File.csv"</td> <td> Completed</td> <td>81975b22-91d4-4f3e-8cc7-6f7b3e74881a</td> <td>View Past Results</td> </tr> <tr> <td>12/17/2024 11:40 AM</td> <td>"use this file.csv"</td> <td> Completed</td> <td>e7762c8a-a7a1-441e-aa1e-a6ec3b3a7a1f</td> <td>View Past Results</td> </tr> <tr> <td>12/17/2024 11:34 AM</td> <td>"LIAT Sample Data Selection (2).csv"</td> <td> Pending</td> <td>5013fb40-8a1e-4520-8bb7-8d43e3fc3125</td> <td>Refresh</td> </tr> <tr> <td>12/17/2024 11:30 AM</td> <td>"LIAT Sample Data Selection (2).csv"</td> <td> Pending</td> <td>5d65b28f-277c-4f34-ae51-98855c60bfa9</td> <td>Refresh</td> </tr> </tbody> </table>					Data and Time	File Uploaded	Search Status	Search Id	Actions	04/11/2025 12:09 PM	"Test Bulk Search Positive FILE.csv"	Error	8b0bfb1b-7b8b-4967-a21d-29eca2f20a76	Refresh	02/24/2025 11:48 AM	"LIAT Sample Data Selection (2).csv"	Completed	abee9de5-27f4-4c19-a955-299832c3cb89	View Past Results	02/14/2025 1:20 PM	"LIAT 2 Sample Bulk Search File.csv"	Completed	1acef0ed-b078-45a8-9522-cd22735ed5ea	View Past Results	02/14/2025 1:19 PM	"LIAT 2 Sample Bulk Search File.csv"	Pending	485b26d7-cd97-4dda-b928-6c408a146394	Refresh	01/03/2025 12:27 PM	"LIAT Sample Bulk Search File.csv"	Completed	81975b22-91d4-4f3e-8cc7-6f7b3e74881a	View Past Results	12/17/2024 11:40 AM	"use this file.csv"	Completed	e7762c8a-a7a1-441e-aa1e-a6ec3b3a7a1f	View Past Results	12/17/2024 11:34 AM	"LIAT Sample Data Selection (2).csv"	Pending	5013fb40-8a1e-4520-8bb7-8d43e3fc3125	Refresh	12/17/2024 11:30 AM	"LIAT Sample Data Selection (2).csv"	Pending	5d65b28f-277c-4f34-ae51-98855c60bfa9	Refresh
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02/14/2025 1:20 PM	"LIAT 2 Sample Bulk Search File.csv"	Completed	1acef0ed-b078-45a8-9522-cd22735ed5ea	View Past Results																																														
02/14/2025 1:19 PM	"LIAT 2 Sample Bulk Search File.csv"	Pending	485b26d7-cd97-4dda-b928-6c408a146394	Refresh																																														
01/03/2025 12:27 PM	"LIAT Sample Bulk Search File.csv"	Completed	81975b22-91d4-4f3e-8cc7-6f7b3e74881a	View Past Results																																														
12/17/2024 11:40 AM	"use this file.csv"	Completed	e7762c8a-a7a1-441e-aa1e-a6ec3b3a7a1f	View Past Results																																														
12/17/2024 11:34 AM	"LIAT Sample Data Selection (2).csv"	Pending	5013fb40-8a1e-4520-8bb7-8d43e3fc3125	Refresh																																														
12/17/2024 11:30 AM	"LIAT Sample Data Selection (2).csv"	Pending	5d65b28f-277c-4f34-ae51-98855c60bfa9	Refresh																																														

3. **Actions**

View Past Results

- Completed searches
 - For completed searches, you may **View Past Results** for up to seven calendar days. Each search result may return the following details: Determination, Reporting Agency, Reportable Conduct Type, Reportable Conduct Date, Final Determination Date, and Comments.
 - After the seven days, you may use the Search History pages to access the Determination and Reporting Agency details for each of your searches.
- Incomplete searches
 - Pending results are considered *incomplete*. You can access your full record history for up to seven calendar days after the record is finalized by DFPS.
 - Each search result may return the following details: Determination, Reporting Agency, Reportable Conduct Type, Reportable Conduct Date, Final Determination Date, and Comments.
 - DFPS may take up to thirty days to process a search request.
 - Once the request is completed, users have a seven-day window to view the complete search results for that request.


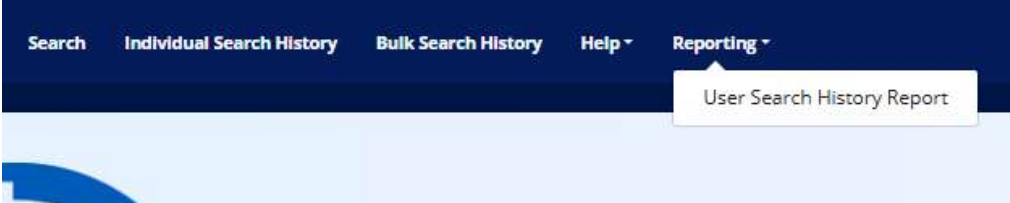
Step	Instructions
	<ul style="list-style-type: none"> • After this seven-day period, users will only be able to view the record Determination and Reporting Agency details. <p>Refresh</p> <p>The Refresh action updates the status of your search results if they are still pending, or if there is an error. Use the Refresh tool to check the latest updates from the agencies involved. <u>There are two scenarios where you can use the Refresh action:</u></p> <ol style="list-style-type: none"> 1. Agency Returns an Error: <ul style="list-style-type: none"> • If any of the agency searches (HHSC, TEA, TJJ) results in an Error, but DFPS is still Pending, you must wait 24 hours from the initial search submission before refreshing the results for those agencies. <p>Note: Refreshing the results will not resolve the error. You should review the error details or contact your agency for further assistance. Do not contact the agency with the error unless it is the agency with which you are affiliated.</p> 2. DFPS is Pending: <ul style="list-style-type: none"> • If DFPS displays a Pending status, you must wait 24 hours from the initial search submission before refreshing DFPS results. • You will not be able to refresh Pending results on the first day of your search. You can refresh Pending results starting the next business day, and then once every 24 hours thereafter for up to 30 days. • If DFPS returns an Error, the system will allow you to immediately refresh the results for DFPS. However, refreshing the results will not resolve the error. You should review the error details or contact the agency with which you are associated for assistance. • For Bulk Search, DFPS may begin to return partially processed results. In this scenario, a file with partial results will be available for download. <p>Note:</p> <ul style="list-style-type: none"> • Once all agencies have completed their searches, refreshing is not allowed. • Refreshing the results does not initiate a new search; it only updates the status of the existing search.

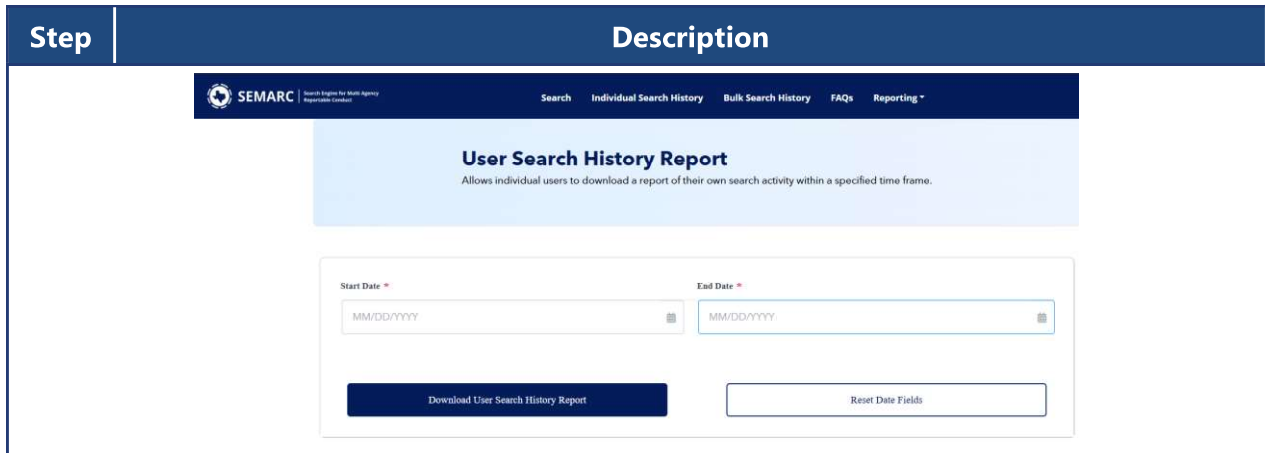
4 Reporting

As a SEMARC user, you have the ability to run a User Search History Report.

4.1.1 User Search History Report

The User Search History report allows individual users to download a report of their own search activity within a specified time frame.

Step	Description
1.	<p>Navigate to the Reporting Tab</p> <p>Navigate to the SEMARC landing page. Select the Reporting tab located in the header.</p>
	
2.	<p>Navigate to User Search History Report</p> <p>In the drop-down menu, select User Search History Report.</p>
	
3.	<p>Access User Search History Report</p> <p>Set valid dates in the Start Date and End Date fields.</p> <p>If you would like to clear the inputs, select Reset Date Fields.</p>



4. **Generate and Download Report**

Select **Download User Search History Report** to export results into an Excel file.

The report will contain the following information:

- Search Method
- Date Searched
- AKA
- Subject
- DOB
- Last 4 SSN
- DFPS Determination and Date
- TEA Determination and Date
- TJJD Determination and Date
- HHSC Determination and Date

	A	B	C	D	E	F	G	H	I	J	K	L
1	Search Method	Date Searched	AKA	Subject	DOB	Last 4 SSN	DFPS Determination and Date	TEA Determination and Date	TJJD Determination and Date	HHSC Determination and Date		
2	Individual	05/12/2022					NOT FOUND	NOT FOUND	NOT FOUND	NOT FOUND	- 05/12/2025	
3	Individual	05/12/2022					NOT FOUND	NOT FOUND	NOT FOUND	NOT FOUND	- 05/12/2025	
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5 Frequently Asked Questions

5.1 What is SEMARC?

The Search Engine for Multi-Agency Reportable Conduct (SEMARC) was developed in accordance with [Chapter 810 of the Texas Health and Safety Code](#). SEMARC provides a common platform for authorized users to search information across participating agencies for individuals with a history of reportable conduct. SEMARC results are used to determine an individual's eligibility for employment, volunteer positions, certification, contracts, or licensure with facilities regulated or licensed by participating state agencies.

5.2 Which agencies are included in SEMARC?

Participating state agencies are the Texas Department of Family and Protective Services (DFPS), Texas Health and Human Services Commission (HHSC), Texas Education Agency (TEA), and Texas Juvenile Justice Department (TJJD).

SEMARC integrates data from the following sources:

- **HHSC's Employee Misconduct Registry:** includes individuals who are not eligible for hire in long term care settings regulated by HHSC as a result of abuse, neglect, exploitation, or misconduct.
- **DFPS' Information Management Protecting Adults and Children in Texas (IMPACT)** case management system, which contains confirmed cases of child abuse, neglect, and exploitation in Texas.
- **TEA's Do Not Hire Registry:** includes individuals who are not eligible for hire in Texas public schools due to findings of misconduct, including inappropriate relationships with students or other serious violations.
- **TJJD's Registry:** includes individuals who have had their certification revoked or been found ineligible to be certified to work or provide services in juvenile justice facilities or programs for engaging in misconduct, including but not limited to abuse, neglect, or exploitation of juveniles.

5.3 What is reportable conduct?

Reportable conduct is defined in [Chapter 810 of the Texas Health and Safety Code](#) as a participating state agency's determination that an individual engaged in abuse, neglect, exploitation, or misconduct. Such determinations are issued after the agency has provided any required notice or opportunity to contest the finding, and a final determination has been made.

5.4 What information can I search for in SEMARC?

SEMARC will provide the following information:

- Type or description of the reportable conduct.
- Date when the agency's final determination occurred.
- The agency who identified the reportable conduct.

5.5 How do I determine if an individual is ineligible to be hired or otherwise serve in a position as a result of being on a registry?

Review the search results and apply all associated policies or regulatory guidelines for the agency you are associated with.

5.6 What does it mean if search results indicate an individual is listed on any agency's registry?

If an individual is listed on any agency's registry, it means they have engaged in reportable conduct and have waived or exhausted due process. This may affect their employability or eligibility for certain roles with other entities. Review the details of the result and refer to your agency's guidelines to determine the required action.

If an individual is **Found** on SEMARC, review the details of the result and refer to your agency's guidelines and the Texas Administrative Code to determine the required action.

Note: Even if a result is **Found** or a **Potential Match** is identified, it is possible that the individual in the results is not the same as the individual of the search. You may need additional information to make that determination.

5.7 Does Found mean the individual in the registry is the same individual I was searching for?

Found in SEMARC indicates there is a match in the registry based on the identifying information provided within the request (full name, SSN and/or DOB). However, further verification may be needed to confirm the individual's identity.

5.8 What does Potential Match mean?

Potential Match means that the search results have identified a possible match, and additional information is required to confirm the identity.

5.9 If the results show the individual is Not Found, does that mean the individual is not in any of the registries?

Not Found indicates that no matches were identified based on the information provided within the request (full name, SSN and/or DOB). It is recommended to verify the information and request additional searches (if necessary) to ensure the search contained all alternative names, including maiden names.

5.10 I am an agency employee, and I require additional information on one of the results. Who should I contact?

If you need more information regarding a result, contact the agency with which you are associated.

5.11 I am a provider or employee of an entity regulated by a participating agency, and I require additional information on one of the results. Who should I contact?

If you need more information regarding a result, contact the agency with which you are associated.

5.12 Should I search for any other names the individual has used?

Yes, if the individual has used alternate names or aliases, search by those names to ensure comprehensive results. Please be aware not all agencies use social security numbers in their data, so checking all alternate names and aliases is necessary.

5.13 How can I check the status of a Pending search?

To check the status of a **Pending** search, log into SEMARC the following business day after your search was submitted. Navigate to the **Search Request History** page, select **Refresh**, and review the **Search Status** column for updates.

5.14 How do I complete an Individual Search in SEMARC?

For detailed guidance on how to perform an **Individual Search**, please refer to **Section 3.2.1** of the **SEMARC User Guide**.

5.15 How can I submit multiple search requests at once?

On the **Search page**, you can conduct a **Bulk Search**. There is an example template file that can be used to add the search criteria for a bulk search. Once the template is completed, you can upload the file to submit multiple search requests at once. For detailed guidance on how to perform a **Bulk Search**, please refer to **Section 3.4** of the **SEMARC User Guide**.

5.16 Is there a limit to how many searches I can perform at a time using Bulk Search?

For **Individual Searches**, there is no specified limit to the number of searches you can perform.

For **Bulk Search**, you can submit up to 500 search requests at once using the template file. If you need to search for more than 500 records, you can upload an additional file. This approach ensures the system can efficiently process and manage bulk search requests.

5.17 When do I select "SSN Not Assigned"?

"SSN Not Assigned" is a designation reserved strictly for situations where an individual does not have a U.S. Social Security Number (SSN) assigned to them in any capacity. This status should only be selected under very specific circumstances. Most commonly, it applies when the person is from another country and is not eligible for, or has not yet been issued, a U.S. SSN. It should only be used when you can confirm that the person has not been assigned an SSN.

Note: This designation should never be used as a temporary placeholder for someone who has forgotten or misplaced their SSN, or in cases where an SSN is simply unavailable during documentation, onboarding, or administrative processes. "SSN Not Assigned" should strictly indicate that, to the best of your knowledge and official records, the individual genuinely does not have and has never had a U.S. SSN.

5.18 Why is the DFPS search result Pending?

DFPS may require additional processing time to return results. DFPS begins to process the requests overnight. Results may be available by the next day (at the earliest). Common names may take a few days to process. You can use the **Refresh** button on the **Search Request History** page as early as the following business day, and then every 24 hours thereafter, to determine if the status has been updated. For Bulk Search, DFPS may begin to return partially processed results. In this scenario, a file with partial results will be available for download.

5.19 How long should a Pending check take to receive a result?

DFPS may require additional processing time to return results. DFPS begins to process the requests overnight. Results may be available by the next day (at the earliest). Common names may take a few days to process. You can use the **Refresh** button on the **Search Request History** page as early as the following business day, and then every 24 hours thereafter, to determine if the status has been updated. For Bulk Search, DFPS may begin to return partially processed results. In this scenario, a file with partial results will be available for download.

5.20 What should I do if I receive an Error message?

An **Error** message usually indicates a problem with the search. Hover over the icon next to the error to review specific details. For additional agency-specific assistance, contact the agency with which you are associated.

For bulk searches, ensure your file matches the template provided on the **Bulk Search** page before re-uploading.

5.21 On the Search History page, what does the Refresh action do?

The **Refresh** action updates the status of your search results if they are still pending or if there is an error. Use it to check the latest updates from the agencies involved. There are two scenarios where you can use the **Refresh** action:

1. Agency Returns an **Error**: If any of the agency searches (HHSC, TEA, TJJJ) result in an **Error**, but DFPS is still **Pending**, you must wait 24 hours from the initial search submission before refreshing the results for those agencies.

Note: Refreshing the results will not resolve the error. You should review the error details or contact the agency for further assistance.

2. DFPS is **Pending**: If DFPS is still Pending, you must wait 24 hours from the initial search submission before refreshing DFPS results. However, if DFPS returns an Error, you can immediately refresh the results for DFPS. Again, refreshing the results will not resolve the error. You should review the error details or contact the agency with which you are associated.

It is important to wait for DFPS to provide their results before refreshing results from other agencies, ensuring you have the most accurate and up-to-date information. Once all agencies have completed their searches, refreshing is not allowed. Refreshing the results does not initiate a new search; it only updates the status of the existing search.

5.22 How often can I refresh a Pending result?

You will not be able to refresh **Pending** results on the first day of your search. You can refresh **Pending** results starting the next business day, and then every 24 hours thereafter. If DFPS returns an **Error**, the system will allow you to refresh immediately. However, if other agencies (HHSC, TEA, TJJJ) return an Error while DFPS is still **Pending**, you must wait 24 hours from the initial search submission before refreshing. For Bulk Search, DFPS may begin to return partially processed results. In this scenario, a file with partial results will be available for download.

5.23 How do I find the type of reportable conduct?

To find the type of reportable conduct for a result, select **View Details**. Review the additional information to find the reportable conduct type. Refer to the specific guidelines and definitions provided by the participating agencies.

5.24 What should I do if I find incorrect information?

If you believe your search results are incorrect or inaccurate, contact the agency with which you are associated. Your agency will then reach out to the agency that provided the results to address the issue. Detailed information will not be released other than the fact that there was a hit.

5.25 Can I save or export my search results?

Yes. There are different methods for bulk and individual search results.

- For **Individual Search**, select the **Download Individual Search Results** button at the bottom of your search results table to export your results into an Excel file.
- For **Bulk Search**, select the **Download Results** button to download your results from each agency.
 - To download all of your search results for a bulk search, select the **Download Merged Results** button at the bottom of your search results table to export your results into an Excel file.

5.26 Is training available for using SEMARC?

Yes. Refer to the **SEMARC User Guide**.

5.27 Can I share search results with the individual they were searched on?

As specified in Section 810.005, Health and Safety Code, the information obtained through SEMARC or through the participating agencies is confidential and not subject to disclosure under Chapter 552, Government Code. While individuals can be informed they were found as a match in SEMARC, they must contact the specific agency that identified them for additional information.

Relevant Legal References:

- [Health and Safety Code Sec. 810.005. INFORMATION ACCESSIBLE THROUGH SEARCH ENGINE; ADDITIONAL INFORMATION SHARING.](#)
- [Health and Safety Code Sec. 810.010. CONFIDENTIALITY.](#)
- [Health and Safety Code Sec. 810.007. NOTICE AND HEARING.](#)

5.28 Can I provide search results to the media, open records requests, legislative inquiries, etc., if requested?

SEMARC results are considered confidential. Information in search engine results and additional information shared by a participating state agency is confidential and not subject to disclosure under Chapter 552, Government Code. See [Health and Safety Code, Sec. 810.010](#).

For questions about a result and questions about the ability to release confidential information, contact the agency with which you are associated.

Relevant Legal References:

- [Health and Safety Code, Sec. 810.010. CONFIDENTIALITY.](#)

5.29 What is the User Search History Report?

As a SEMARC user, you have the ability to run the following User Search History Report. The User Search History Report allows individual users to download a report of their own search activity within a specified time frame. The report will contain the following information:

- Search Method
- Date Searched
- AKA
- Subject
- DOB
- Last 4 SSN
- DFPS Determination and Date
- TEA Determination and Date
- TJJD Determination and Date
- HHSC Determination and Date

For guidance on accessing the User Search History Report, refer to [Section 4.1.1](#).

5.30 I cannot access one (or more) of the reports. Who should I contact?

If you would like to change your role and permissions, you should reach out to your IDP administrators.