

Fingerprinting Instructions- Cumberland County Board of Education

To be eligible to work or volunteer at Cumberland County Schools all applicants must satisfactorily pass a criminal background check. The Board assigns to the Director of Schools the duty to conduct thorough background checks and to advise all applicants that all hiring decisions are contingent upon satisfactory background check results. (CCBOE Policy 5.106)

Effective 1/1/2019, the cost for the background checks are: Volunteer \$31.15, all other applicants: \$35.15. The fee is to be submitted via credit card at time of registration or by money order at the location selected.

1. If you do not have access to the internet, please call 855-226-2937 to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps online.
2. For Online Scheduling, go to the IndentGo web site at www.identogo.com and choose Tennessee and "Go".
3. Choose "digital fingerprinting", **agency id** choose "**state schools/colleges**", applicant type is for what type job you're being hired or volunteer.
4. Enter the ORI number: TN930510Z and click "Go", Cumberland County BOE, click "yes" and agree to terms.
5. Enter a zip code to get a list of locations.
6. Click on day you wish to be fingerprinted on the line for the location you choose. If you want a date further in the future, click the "next week" link to display more dates. Once you select the location/date combination, select the time for your appointment and click "continue".
7. Complete the demographic information. Required fields are indicated by a red asterisk (*). When complete, click "submit".
8. The next page will allow you to review your information. If correct, click "go", if not click "change" under section which is incorrect.
9. You will be presented with payment options (pay with credit card, debit card, or take money order to the location where you get printed) Complete your payment process and click "Send Payment Information" and "continue".
- 10. Print your confirmation page.**
- 11. Bring approved identification documents with you to the appointment.** These approved documents options are identified on your appointment confirmation.
12. Arrive at the facility at your appointed date and time.
13. The enrollment officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
14. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your HR office for proof of fingerprinting, if necessary.
15. All results will be processed and delivered to Cumberland County BOE by the TBI. The processing site is never in possession of criminal record data results.

For questions, please contact CCBOE at 931-484-6135, Monday through Friday, 8:00 a.m. until 4:00 p.m.