



## Instructions for Fingerprinting Tennessee Applicant Processing Services

**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)

The cost for background checks are: Volunteer: \$30.15 All other Applicants: \$32.65. 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 Idento web site at [www.identogo.com](http://www.identogo.com) and choose Tennessee.
3. Choose the Agency Name (State schools & Colleges) and click "GO"
4. Choose Applicant type (Teacher, substitute, cafeteria, volunteer, etc.) and click "GO"
5. Enter the ORI number: TN930510Z and click "GO". You have selected to be fingerprinted for CUMBERLAND COUNTY BOE, Click "Yes"
6. Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map, or enter a zip code to get a list of locations in a specific are and click "GO"
7. Click on the words "Click to Schedule" across from the location you want, under the day you wish to be fingerprinted. 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 "GO"
8. Complete the demographic information page. Required fields are indicated by a red asterisk (\*). When complete, click "Send Information"
9. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click "Send Information"
10. You will be presented with payment options (pay with credit card, debit card, or take money order to location where you get printed). Complete your payment process and click "Send Payment Information"
11. **Print your confirmation page**
12. **Bring approved identification documents with you to the appointment.** These approved documents options are identified on your confirmation of your appointment.
13. Arrive at the facility at your appointed date and time
14. The Enrollment Officer at the site will check your ID, verify your information, verify or collet payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
15. 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.
16. All results will be processed and delivered to your employing or licensing agency for processing by the TBI. The processing site is never in possession of criminal record data results.

**Questions ? Please call Human Resources at 931-250-8217**