

# Tennessee State University Criminal Background Check Form

## Procedures

1. Submit to a fingerprint scan at one of Tennessee Bureau of Investigation's (TBI) scan locations.
  - a. In order to be fingerprinted, candidates must register with Identogo by Morpho Trust USA. Candidates must pre-register online at <http://www.identogo.com>.
    - Click on Tennessee
    - Click on Online Scheduling
    - Enter your name - Click GO
    - Select Non-DCS Child Care / Adoption Providers - Click GO
    - Select Child - Related Worker (Private) - Click GO
    - Enter ORI # **TNCC19138** - Click GO
    - TSU ACADEMIC AFFAIRS ----Select- **YES**
    - Enter Zip Code
    - Select site/ date/time
    - Complete Applicant Information – Follow prompts
  - b. Candidates will be fingerprinted at their own expense. The total cost for the criminal background check is \$48.00. Print payment receipt.
  - c. Proceed, with receipt, to one of the fingerprint scan sites (list attached).
2. After completing the process and reading this form in its entirety, sign below. Attach this form and your registration receipt (that you printed after registering online) to your Admission to Teacher Education application  
**NOTE: Access to public and/or private schools (before, during, or after hours) as part of a Professional Education Unit field experience class or activity will not be granted until documentation of a clear criminal background check is on file in the Teacher Education Office.**

## Incidents

Subsequent to my completed background check and going forward, it is my responsibility to report any arrest or criminal citation to the TSU Director of Teacher Education within 48 hours of the incident. Failure to do so may result in dismissal from the program. I understand that my admission to and continuation in the Teacher Education or other PEU programs are contingent upon satisfactory results of the fingerprinting and background checks. ***Background checks are valid for the duration of completing a program. If there is a break in service or you're completing another degree, you must go through the process again.***

**NOTE:** *This process must be completed no later than the 14<sup>th</sup> day of the semester.*

***Student's Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

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Proceed, with receipt, to one of the fingerprint scan sites

<u>Location</u>	<u>Address</u>	<u>Dates &amp; Times</u>
<b>Mid-Cumberland</b>		
Clarksville- Integrity International Security Services	<a href="#">Clarksville, TN. (211 University Avenue )</a>	M - F 8:30 - 4:30
Dickson Express Personnel Services	<a href="#">Dickson, TN. (313 East College St, Suite 1)</a>	T & Th 8:30 - 11, 1 - 3
Lebanon E&A Solutions	<a href="#">Lebanon , TN. (1037 West Main St, Suite A)</a>	M - F 8:30 - 4:15
Mt. Juliet The Mail Box Store	<a href="#">Mt. Juliet, TN. (11205 Lebanon Road)</a>	M, T, Th & F 10 - 5 ; W 10 - 7 ; Sa 10 - 1
Nashville - MNPS Board of Education	<a href="#">Nashville, TN. (2601 Bransford Avenue)</a>	M - F 8 - 12:30, 1 - 4
Nashville - Academy of Personal Protection	<a href="#">Nashville, TN. (1645 Murfreesboro Pike)</a>	M - F 8:30 - 12:30, 1 - 5
Murfreesboro - Rutherford County Board of Education	<a href="#">Murfreesboro, TN. (2240b Southpark Dr)</a>	M - F 8 - 12, 12:30 - 4
Gallatin Ups Store	<a href="#">Gallatin , TN. (695 Nashville Pike)</a>	T - F 9:30 - 5:30 ; Sa 10:30 - 3
Hendersonville Guns & Leather	<a href="#">Hendersonville, TN. (600 West Main St)</a>	M, T, Th & F 10 - 12, 1 - 6 ;