



Office of Teacher Education
112 Clay Hall; 3500 John A. Merritt Blvd.; Nashville, TN 37209-1561
Office: (615) 963-5482 I teachercertification@tnstate.edu

Criminal Background Check Request

Procedures

- **Go to <https://www.identogo.com>** and choose **Tennessee** or you may call *IdentoGO* (855) 226-2937 to schedule.
- 1. **Enrollment Services** click on Digital Fingerprinting
- 2. **Click on** Schedule a New Appointment
- 3. **Service code-** **28TY6K**
- 4. **Select Agency** – Non-DCS Child Care/Adoption Providers
- 5. **Applicant Type** –Child-Related Worker (Private)-Continue
- 6. **ORI** – **TNCC19138**
- 7. **The Agency’s Name** (TSU-TESS) – Confirm “YES”
- 8. **Acknowledgement/Release** Check “I Agree”
- 9. **Enter a zip code** and press GO
- 10. **Select your location** and schedule your time for an appointment
- 11. **Complete** personal information and other detailed content
- 12. **Make payment**

NOTE: Access to public and/or private schools/venue (before, during, or after hours) as part of activity will not be granted until documentation of a clear, criminal background check is on file in the Office of the Teacher Education & Student Services – 112 Clay Hall.

Notification of Incidents

Subsequent to my completed background check and going forward, it is my responsibility to report any arrest or criminal citation to the Office of Teacher Education within 48 hours of the incident at teachercertification@tnstate.edu or (615) 963-5459. **Failure to do so may result in dismissal from activity/event.** I understand that my clearance is 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, you must go through the process again.**