

**THE UNIVERSITY OF TENNESSEE**  
**CRIMINAL BACKGROUND CHECK**  
**FOR STUDENTS ADMITTED TO PROGRAMS**  
**LEADING TO TEACHER LICENSING**  
**PROCEDURES FOR THE STUDENT**

**Background**

Tennessee Code Annotated (TCA) 49-5-5610 requires all students who wish to be admitted to teacher training programs to:

1. Agree to the release of all investigative records to the administrator of the selected teacher training program;
2. Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation; and
3. Sign an authorization and release form provided by the department or board authorizing a qualified Tennessee licensed private investigation company by and on behalf of the board to complete a criminal history records check.

**Procedures**

As part of the admission process into teacher training programs, the prospective student must:

1. Submit to a fingerprint scan at one of Tennessee Bureau of Investigation's (TBI) scan locations.
  - a. Pre-register for the fingerprint scan online at [www.tennessee.cogentid.com](http://www.tennessee.cogentid.com) or by phone at 877-862-2425. You can pay the \$48.00 fee online or by calling 800-964-7690.
  - b. Proceed to one of the fingerprint scan sites (list attached). If you have not pre-paid, you must have a **money order** for \$48.00. Do not fill in the money order. The TBI personnel will fill in the money order when you arrive to have your fingerprints scanned.
  - c. You will need to have the college Originating Agency Identifier (ORI) number when you arrive at the site (UT Martin's ORI for the Teacher Education Program is TN CC 92002). In addition to the ORI number, you will need to identify the Transaction Type from a drop-down menu on the online registration at [www.tennessee.cogentid.com](http://www.tennessee.cogentid.com). The correct Transaction Type is "DP."
2. Sign the attached release and return to 205 Gooch Hall, UT Martin.

ORI Number: TN CC 92002

Transaction Code: DP

## TENNESSEE BUREAU OF INVESTIGATION SCAN LOCATIONS

<p><b>Regions 1</b></p>	<p><b>The UPS Store #3489</b>  <b>1779 Kirby Parkway #1</b>  <b>Germantown, TN 38138</b>  <b>Mon-Fri 9am-6pm</b>  <b>Sat 10am-4pm</b></p> <p><b>Memphis City Schools</b>  <b>1364 Farmsville Rd.</b>  <b>Memphis, TN 38122</b>  <b>Mon-Fri 8am-4:30pm</b></p> <p><b>Range USA</b>  <b>2770 Whitten Rd.</b>  <b>Memphis, TN 38133</b>  <b>Tues-Fri 11am-7pm</b>  <b>Sat 11am-5pm</b></p>
<p><b>Region 2</b></p>	<p><b>The UPS Store #4691</b>  <b>2156 B North Highland Ave.</b>  <b>Jackson, TN 38305</b>  <b>Mon-Fri 8:30am-5:30pm</b>  <b>Sat 8:30am-3:30pm</b></p>
<p><b>Region 3</b></p>	<p><b>Obion Sheriff Department</b>  <b>1 Law Lane</b>  <b>Union City, TN 38261</b>  <b>Mon-Fri 8am-5pm</b></p>
<p><b>Region 4</b></p>	<p><b>Rapid Print</b>  <b>984 C Wayne Rd.</b>  <b>Savannah, TN 38372</b>  <b>Mon-Fri 8am-5pm</b></p> <p><b>South Central Human Resource Agency</b>  <b>721 Hwy. 99</b>  <b>Waynesboro, TN 38485</b>  <b>1pm-4pm July 10, 24/Aug 7, 21/Sept 4, 18/Oct 2, 16, 30</b></p> <p><b>South Central Human Resource Agency</b>  <b>43 Smith St.</b>  <b>Hohenwald, TN 38462</b>  <b>1pm-4pm Oct 4, 18/Nov 1, 15, 29/Dec 13, 27</b></p>

	<p><b>South Central Human Resource Agency</b>  <b>101 College St.</b>  <b>Centerville, TN 37033</b>  <b>1pm-4pm Oct 8, 22/Nov 5, 19/Dec 3, 17</b></p> <p><b>Meditation Plus</b>  <b>8 Public Square</b>  <b>Lawrenceburg, TN 38464</b>  <b>Mon-Fri 9am-4pm</b></p>
<b>Region 5</b>	<p><b>Integrity International Security Services</b>  <b>211 University Ave.</b>  <b>Clarksville, TN 37040</b>  <b>Mon-Fri 8:30am-4:30pm</b></p>
<b>Region 6</b>	<p><b>South Central Human Resource Agency</b>  <b>210 S. Main St.</b>  <b>Shelbyville, TN 37160</b>  <b>1pm-4pm Oct 2, 16, 30/Nov 13, 27/Dec 11</b></p> <p><b>South Central Human Resource Agency</b>  <b>County Bldg 300, Hillsboro Blvd.</b>  <b>Manchester, TN 37355</b>  <b>1pm-4pm Oct 4, 18/Nov 1, 15, 29/Dec. 13, 27</b></p> <p><b>South Central Human Resource Agency</b>  <b>107 Porter Street, Suite 5</b>  <b>Winchester, TN 37398</b>  <b>1pm-4pm Oct 8, 22/Nov 5, 19/Dec 3, 17</b></p> <p><b>South Central Human Resource Agency</b>  <b>1437 Winchester Hwy.</b>  <b>Fayetteville, TN 37334</b>  <b>1pm-4pm Oct. 10, 24/ Nov 7, 21/ Dec 5, 19</b></p> <p><b>South Central Human Resource Agency</b>  <b>17A Public Square</b>  <b>Columbia, TN 38401</b>  <b>1pm-4pm Oct 10, 24/ Nov 7, 21/Dec 5, 19</b></p> <p><b>South Central Human Resource Agency</b>  <b>1572 Old Columbia Hwy.</b>  <b>Lewisburg, TN 37091</b>  <b>1pm-4pm Oct 12, 26/Nov 9/Dec 7, 21</b></p>

	<p><b>South Central Human Resource Agency</b>  <b>937 W. College St.</b>  <b>Pulaski, TN 38478</b>  <b>1pm-4pm July 6, 20/Aug 3, 17, 31/Sept 14, 28/Oct 12, 26</b></p>
<p><b>Region 7</b></p>	<p><b>Vanderbilt University</b>  <b>Wyatt Center</b>  <b>1500 21<sup>st</sup> Ave.</b>  <b>Nashville, TN 37212</b>  <b>Fri 10am-3:30pm</b></p> <p><b>Academy of Personal Protection &amp; Security</b>  <b>336 Hill Ave., Suite 102</b>  <b>Nashville, TN 37210</b>  <b>Mon, Wed, Fri 8am-4:30pm</b>  <b>Tues, Thurs 8am-6pm</b></p> <p><b>Metro Nashville Public Schools</b>  <b>2601 Bransford Ave.</b>  <b>Nashville, TN 37204</b>  <b>Mon-Fri 8am-4pm</b></p> <p><b>Rutherford County Board of Education</b>  <b>2240 Southpark Blvd.</b>  <b>Murfreesboro, TN 37128</b>  <b>Mon-Fri 9:30am-3:30pm</b></p> <p><b>Sumner County School Board of Education</b>  <b>695 East Main St.</b>  <b>Gallatin, TN 37066</b>  <b>Mon, Wed, Fri 8am-12pm, 1pm-4pm</b></p> <p><b>Tennessee Children's Home</b>  <b>804 Branham Hughes Circle</b>  <b>Spring Hill, TN 37174</b>  <b>Thurs 10am-4pm</b></p>
<p><b>Region 8</b></p>	<p><b>Warren County Middle School</b>  <b>Rm. 38</b>  <b>200 Caldwell St.</b>  <b>McMinnville, TN 37110</b>  <b>Tues (2<sup>nd</sup> &amp; 4<sup>th</sup> each month) 9am-1:30pm</b></p> <p><b>The UPS Store #1995</b>  <b>2288 Gunbarrel Rd.</b>  <b>Chattanooga, TN 37421</b>  <b>Mon-Fri 8:30am-7pm</b></p>

	<p><b>AIM Mail Centers (Opens November 1)</b> Athens, TN</p>
<b>Region 9</b>	<p><b>Putnam County Sheriff</b> 421 East Spring St. Cookeville, TN 38501 Tues, Wed, Thurs 8am-11am, 1pm-4pm</p>
<b>Region 10</b>	<p><b>The UPS Store #4526</b> 875 Hwy. 321 N Lenoir City, TN 37771 Mon-Fri 9am-6pm Sat 10am-2pm</p> <p><b>Sevier County Schools</b> 226 Cedar St. Sevierville, TN 37862 Every Mon (except when school administration is closed) 10am-3pm</p> <p><b>The UPS Store #5304</b> 6923 Maynardville Hwy. Knoxville, TN 37918 Mon-Fri 9am-6pm Sat 11am-2pm</p> <p><b>Knox County Schools</b> Knox Central Bldg. 1000 North Central St. Knoxville, TN 37917 Mon-Fri 7:30am-3:30pm</p> <p><b>Claiborne County Sheriff Office</b> 415 Straight Creek Rd., Suite 2 Tazewell, TN 37879 8:30am-4:30pm (closed Noon-1pm for lunch)</p>
<b>Region 11</b>	<p><b>CCS Truck Driving School</b> 134 Joe R. McCrary Rd. Fall Branch 37656 Mon-Thurs 9am-12pm, 1pm-5pm Fri 9am-Noon</p>

**Trinity Assembly of God**  
**617 University Parkway**  
**Johnson City, TN 37604**  
**Mon-Sat (2<sup>nd</sup> & 4<sup>th</sup> each month)**  
**10am-5pm**

**Green County DCS**  
**130 Serral Dr.**  
**Greeneville, TN 37745**  
**2<sup>nd</sup> & 4<sup>th</sup> Tues every month**  
**10am-3pm**

**5 Rivers Career Center**  
**6057 West Andrew Johnson Hwy.**  
**Talbot, TN 37877**  
**Thurs-Fri 10am-3pm**

**Tennessee Technology Vocational Center**  
**821 W. Louise Ave.**  
**Morristown, TN 37812**  
**1<sup>st</sup> & 3<sup>rd</sup> Tuesday**  
**10am-3pm**

THE UNIVERSITY OF TENNESSEE

**AUTHORIZATION TO RELEASE INVESTIGATIVE  
AND CRIMINAL BACKGROUND RECORDS**

**I hereby authorize the Tennessee Board of Education and the Tennessee Department of Education to perform a criminal history records check on me through a qualified Tennessee licensed private investigation company.**

**I hereby authorize the Tennessee Bureau of Investigation to conduct a criminal history records check on me.**

**I further authorize the Tennessee Bureau of Investigation to release to the University of Tennessee the results of any criminal history records check.**

**I understand the results of such investigations and/or background checks may affect my acceptance into teacher training programs at The University of Tennessee.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Student ID Number**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**