

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

PROCEDURES FOR THE STUDENT
December 12, 2007

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. Contact the Director of Education Student Services. The Director will provide you with an Originating Agency Identifier (ORI) number to use when getting the fingerprint scan.
 - b. Pre-register for the fingerprint scan online at 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.
 - c. 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.

- d. You will need to have the college 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. The correct Transaction Type is "DP."
2. Sign the attached release and return to 205 Gooch Hall, UT Martin.

TENNESSEE BUREAU OF INVESTIGATION SCAN LOCATIONS

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

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

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

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

Green County DCS
130 Serral Dr.
Greeneville, TN 37745
2nd & 4th 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
1st & 3rd 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