THE UNIVERSITY OF TENNESSEE AT MARTIN

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. Complete, sign, and return the “Criminal Background Check Release” form to 205 Gooch Hall, UT Martin.
2. Submit to a fingerprint scan at one of Tennessee Bureau of Investigation’s (TBI) scan locations.

To register:

1. Go to www.identogo.com
2. Click “Tennessee”
3. Click “Online Scheduling”
4. Follow link to continue in English.
5. Enter First name and Last Name, click Go
6. Choose Non-DCS/Adoption Provider (3rd from the top), click Go
7. Applicant type- Child Related Worker (Private) (3rd from the top), click Go
8. Enter ORI#- TNCC92002, click Go
9. Verify- DIR OF ED STUDENT SVS, UT MARTIN-click “yes”
10. Enter zip code for area where you live
11. Click to schedule- Dates are listed at the top with “Next Week” button to advance to future dates. NOTE: Paris, Dyersburg, and Jackson are closest locations at this time. Obion County may become available again in the near future.
12. Select time (double click)
13. Enter all information
14. Click- “Send Information”

3. Proceed to the fingerprint scan site on the date of your scheduled appointment. This cost of the background check is $42.00.

NOTE: You may 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).

Effective December 12, 2012, TBI is using IdentoGO by Morpho Trust USA to process all criminal background checks. If you have any questions, please call (855) 226-2937.

Site Locations are available at: http://www.identogo.com