

## Establishing ORI Number

An ORI (Originating Agency Identifier) is a nine character identifier assigned to an agency that has met the established qualifying criteria for a fingerprint based background check.

To establish an ORI number and User Agreement with TBI agencies must send in a letter of purpose that includes the following information:

1. Letter of purpose that should be on agency/business letterhead
2. Type of agency/business needing fingerprint based background check
3. Type of service provided by the agency
4. Recipient of the services provided by the agency
5. List licensing agency Ex(Private Company) or if your agency is licensed thru the state of Tennessee Ex(Board of Education)
6. If Vendor Contractor you must include the first page of your contract with the public/private school system

\*\*The appropriate User Agreement will be sent to your agency for completion once the letter of purpose has been received by TBI. This is the final step to receive an ORI number. Please complete and submit to the TBI.

Send completed information to: FAX—615.744.4653

Email address: [Melissa.R.Smith@tn.gov](mailto:Melissa.R.Smith@tn.gov)

Mail: Tennessee Applicant Processing Services

901 RS Gass Blvd

Nashville, TN 37216