



500 James Robertson Parkway  
Nashville, TN 37243  
Tel: 615-741-2241  
<http://www.tn.gov/commerce/>

FOR OFFICE USE ONLY

LICENSE TYPE: 2510  
TRANSACTION TYPE: 1010  
FILE NUMBER: \_\_\_\_\_  
ENTITY NUMBER: \_\_\_\_\_  
APPLICATION NUMBER: \_\_\_\_\_  
AMOUNT PAID: \_\_\_\_\_

**DESIGNATED AGENT FOR VACATION LODGING SERVICES FIRM APPLICATION**

**Applicants can mail their completed application and fee to the address below or submit online at [core.tn.gov](http://core.tn.gov). Checks should be made payable to the Department of Commerce & Insurance.**

**\$90.00 Initial License Fee**

**Attn: TN Real Estate Commission  
Department of Commerce & Insurance  
500 James Robertson Pkwy  
Nashville, TN 37243**

Name of Applicant: \_\_\_\_\_  
Last First Middle

Are you currently licensed? Yes/No \_\_\_\_\_ If Yes, License Number: \_\_\_\_\_

Social Security Number OR Federal EIN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City State Zip Code

Contact Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please read carefully before completing and submitting:**

- A Designated Agent license and the license of Vacation Lodging Services (VLS) firm with which the Designated Agent is affiliated, will expire at the same time. At the time the Designated Agent is no longer affiliated with the VLS firm listed in this application, the Designated Agent license will immediately expire.
- A Designated Agent must be an owner, principal, officer or upper level manager of the VLS firm listed in this application.
- The applicant must be at least 18 years of age and complete the "Eligibility Verification" form included.
- All applicants must have completed the required approved 8 hour pre license course and the certificate of completion must accompany this application.
- The applicant must provide proof, which the TN Real Estate Commission (TREC) determines satisfactory, that they have a high school degree or a general educational development certificate (GED).
- Electronic fingerprint submission.

Have you ever had a real estate license or any other license or certification? Yes      No  
If yes, please list state and type of license or certificate:

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Check One: High School Graduate \_\_\_\_\_ GED \_\_\_\_\_ College \_\_\_\_\_

**Attach all transcripts and send with application.**

VLS Firm Name: \_\_\_\_\_

VLS Tennessee Firm License Number: \_\_\_\_\_

VLS Tennessee Firm License Expiry Date: \_\_\_\_\_

VLS Firm Business Address: \_\_\_\_\_

VLS Firm Mailing Address: \_\_\_\_\_

Firm E-mail Address: \_\_\_\_\_

Firm Phone Number: (\_\_\_\_) \_\_\_\_\_

Applicant position with VLS firm (attach all paperwork evidencing position):

- ☐ Owner
- ☐ Principal
- ☐ Officer
- ☐ Upper Level Management

Is this the main office of the VLS firm? ☐ Yes  
☐ No

If the applicant intends to serve as the Designated Agent for multiple offices of the same VLS firm they may only do so for offices located within a 50 mile radius of main office. List the names, telephone numbers, physical and mailing addresses of the offices. No Designated Agent may work for multiple firms. (Attach an additional sheet if necessary.)

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Will you be engaged exclusively as a Designated Agent or will you also be involved in other businesses or business activities? Yes      No

If yes, list the names and addresses of other business or business related activities, the percentage of time devoted to those activities and the nature of the business or business related activities. If any of the businesses or business related activities have been issued, or have applied for, a license or certificate, or have held a license or certificate, list the license or certificate, state issuing the license or certificate, identifying number of the license or certificate and status of the license or certificate (active, inactive, retired, revoked, terminated, suspended, etc).

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Will you be a signatory on the VLS firm escrow account? Yes      No

Do you understand that as the Licensed Designated Agent you will be held accountable and responsible for the management of, and the disbursement of monies from, the firm escrow account, as identified in the firm application and as further required by T.C.A. § 62- 13-104(b)(2)?

Yes ☐    No ☐

Do you understand that it is your responsibility as Designated Agent for the firm to maintain complete records of all transactions and these complete records shall be readily available so the director of TREC or the director's duly authorized representative may examine and copy all books, records, accounts and/or documents, regardless of the medium in which they are stored and/or maintained, at the business address listed in this application and the firm application? Yes No

Do you understand that it is the responsibility of the Designated Agent to notify TREC of any change of address within ten days of such change? Yes ☐ No ☐

Do you understand that the fees submitted with this application are non refundable, even if your Designated Agent license is not issued, issued and terminated for any reason, including if you cease to serve as the Designated Agent for the VLS Firm listed in this application? Yes ☐ No ☐

Do you understand that your Designated Agent license will terminate if you do not continue to serve as either an owner, principal, officer or upper level manager of the VLS firm listed in this application? Yes ☐ No ☐

Do you understand that your license and the VLS firm license must be prominently displayed in the business address of the firm? Yes No

Have you ever filed for business or personal bankruptcy? Yes ☐ No ☐  
If yes, attach affidavits of all details.

Do you understand that the Designated Agent license is a limited license and does not allow the applicant, if licensed, to engage in any activities except those specifically enumerated in T.C.A. § 62-13-104(b)(1)(C) and any rules, regulations and policies which TREC has adopted thereunder? Yes No

Do you understand that you must complete 8 hours of approved continuing education each renewal period and that no course can be repeated for credit in the same renewal period? Yes ☐ No ☐

Have you ever been refused a license or had a license revoked, suspended, reprimanded or fined by any federal, state, or local government? (Do not include motor vehicle license.) If you voluntarily surrendered a license at a time that disciplinary action was pending against you or you were under investigation by a licensing body, governmental agency or professional organization you must provide information regarding the license surrender. Yes No

Have you ever had a complaint filed against you with any regulatory agency or with any court? Yes ☐ No ☐  
If yes, include copies of all complaints and the disposition of all complaints.

Have you ever had a complaint, civil action, judgment or attachment filed against you? Yes ☐ No ☐ If yes, attach affidavits of all details.

Have you ever pled guilty, pled nolo contendere or been convicted of any criminal offense? (Do not include traffic violations.) Yes ☐ No ☐  
If yes, see information set forth immediately below regarding documents and/or appearance before TREC prior to consideration of licensure.

If you answered "yes" to the preceding question concerning convictions, TREC requires you to submit a certified copy of your conviction record in addition to an affidavit providing details of each charge.

You may petition the Commission prior to taking or completing pre-license education by submitting the "Application for Decision Regarding Prior Criminal Conviction(s) and/or Disciplinary Sanctions(s)." This form along with all requested documentation will then be reviewed by the Commission and you will be notified of their decision.

**\*TREC does not allow anyone on parole or probation to be licensed unless two years have passed from the date of expiration or probation, conviction or release from incarceration, whichever is later.**

### **AFFIDAVIT and SIGNATURE**

The undersigned, in making this application to the Tennessee Real Estate Commission for the purpose of obtaining a Tennessee Designated Agent license, swears and affirms that he/she is the applicant named herein and that the answers and information provided are true to the best of his/her knowledge, information and belief. Further, the applicant understands that any omissions, inaccuracies or failure to fully disclose may be deemed to be sufficient grounds to deny the license, withhold renewal of the license, suspend or revoke the license or take any other disciplinary action against the applicant which is authorized by law. The applicant fully understands and accepts the responsibilities and obligations of a Designated Agent. The applicant certifies that he/she is familiar with the *Tennessee Real Estate Broker License Act of 1973* as it pertains to Designated Agents and all rules, regulations and policies which the Tennessee Real Estate Commission has adopted thereunder.

The undersigned further understands that the Designated Agent license is a limited license and does not allow the applicant, if licensed, to engage in any activities except those specifically enumerated in T.C.A. § 62-13-104(b)(2) and any rules, regulations and policies which the Tennessee Real Estate Commission has adopted thereunder.

Applicant must sign and date the application before submitting.

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Applicant Signature

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Date



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
REGULATORY BOARDS DIVISION  
500 JAMES ROBERTSON PARKWAY  
DAVY CROCKETT TOWER  
NASHVILLE, TENNESSEE 37243**

**Eligibility Verification for Entitlements Act Attestation Instructions**

**INSTRUCTIONS:** If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

**AND**

**Do one (1) of the following:**

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.  
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

**Eligibility Verification for Entitlements Act Attestation****Part A. Eligibility Verification for Entitlements Act Attestation**

**I hereby attest under penalty of perjury that I am (select one):**

- \_\_\_\_\_ A United States citizen;
- \_\_\_\_\_ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;<sup>1</sup>
- \_\_\_\_\_ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.***

<sup>1</sup> Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

**Eligibility Verification for Entitlements Act Additional Required Documentation****Part B. If you are claiming United States citizenship, you must present one (1) of the following:**

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).

**Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:**

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

**Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.****Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.**





**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
500 JAMES ROBERTSON PARKWAY  
DAVY CROCKETT TOWER  
NASHVILLE, TENNESSEE 37243**

**FINGERPRINTING POLICY AND ACKNOWLEDGEMENT**

Because you, as an applicant, (for licensure, employment, or certification) are subject to a fingerprint-based criminal history record check as a condition for licensure, employment, or certification, the Department is required to provide you with a copy of our Fingerprint Policy and Privacy Rights Statement. These attached documents outline the Department's use of your fingerprints and procedures for challenging the accuracy of the results of the criminal history record as they relate to your eligibility for licensure, registration, and/or certification. Please initial the following statements and sign your name below. Please email or fax this document to (insert addresses).

☐

I understand that the results of a fingerprint-based criminal history record check shall be used solely for the purpose of determining licensure, registration, and/or certification and will not be disseminated outside the Department of Commerce and Insurance other than to the applicant upon request.

☐

I understand that I may request a copy of the criminal history record for the purpose of being considered for licensure, registration, and/or certification. I understand that I may appeal the accuracy of these results and have received a copy of the Fingerprint-Based Criminal History Record Check Policy which advises me of the appeal process.

☐

I hereby acknowledge that I have read and understand the Fingerprint-Based Criminal History Record Check Policy and Privacy Rights Statement.

Applicant's name (printed) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

## ELECTRONIC FINGERPRINT SUBMISSION

### ATTENTION ALL APPLICANTS

All applicants are requested to utilize electronic fingerprint submission. Attach a copy of the receipt for electronic fingerprint submission to the application. Failure to provide correct ORI number will cause a delay in the processing. **Out of state applicants must utilize option 2.**

**Agency Name: Commerce and Insurance**

**Applicant Type: Real Estate**

**OIR#: TN920784Z**

### Complete the steps required to schedule your fingerprints:

**Option 1:** Applicants will need to make an appointment with IndentoGO® who will transmit the applicant's fingerprints to the Tennessee Bureau of Investigation (TBI) and Federal Bureau of Investigation (FBI) for processing. The report will be received by this office. The applicant will submit payment for fingerprint processing directly to IndentoGO. Applicants must take approved identification documents to the appointment with IndentoGO. Please refer to the list of acceptable identification at <http://www.identogo.com/home.aspx>

**Online scheduling effective date August 1, 2019:** <http://www.identogo.com/home.aspx>

- Select TN for the state
- Select digital fingerprinting
- Select new appointments
- Input service code: 28TZ99

**Option 2:** Applicants, who reside outside of TN or are physically unable to go to a IndentoGO location, may use IndentoGO's non-resident card scan service. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. When registering, the applicant will need to enter the service code: 28TZ99. Please refer to this link for further instructions and registration: <https://identogo.com/locations/tennessee>

*\*Notification and Record Challenge: Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34*

## Universal Enrollment Platform Overview

### Tennessee Non-Resident Processing Instructions

Cardscan processing is available for those applicants residing outside of Tennessee or who are physically unable to visit an IdentoGo location. In order to complete the process, applicants must complete the following steps.

1. An Applicant should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints on a FBI (FD-258) fingerprint card or LiveScan fingerprints printed to a FBI (FD-258) fingerprint card.

**\*Please provide the following information to the technician capturing the fingerprints\***

- **Capturing Four-Finger Slaps:**

- Fingers must be placed vertically, straight up-and-down, when capturing the four-finger slaps as depicted to the right:



- **Capturing Individual Fingers:**

- Each finger and thumb will need to be rolled completely from one side of the fingernail to the other side of the fingernail.

- **Submitting Fingerprint Cards:**

- Fingerprints may be submitted on standard FD-258 FBI applicant cards.
- The fingerprint card must be completely filled-out in legible print. The following information must be included or the Fingerprint Card will not be processed:

- ✓ Full name
- ✓ Date of birth
- ✓ Social Security Number
- ✓ Home address
- ✓ Sex
- ✓ Height
- ✓ Weight
- ✓ Hair color
- ✓ Eye color
- ✓ Place of birth (state or country only)

2. Pre-enroll for cardscan submission at <https://identogo.com/locations/tennessee>. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during the pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

**\*NOTE - Cards received without completed and signed form will not be processed and will be returned for completion and re-submission.**

**Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.**

**Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards**

1. Visit <https://identogo.com/locations/tennessee>. Select “Digital Fingerprinting”.

**IdentoGO**  
By IDEMIA

Services Solutions Locations News Partners

## Tennessee

Supporting the state of Tennessee, IdentoGO Centers are operated by IDEMIA, the global leader in trusted identities. Today, the company partners with many federal, state and local government agencies as well as businesses covering a variety of industries that count on us for the secure capture and transmission of applicants' fingerprints. We proudly serve millions of customers each year in our nationwide network of locations.

IdentoGO Centers provide convenient, professional environments for live scan (electronic) fingerprinting services, which are delivered by trained Enrollment Agents. IdentoGO is the preeminent live scan fingerprinting provider for the state of Tennessee and is a certified FBI Channeling Agent.

### Important Notice regarding ePay Options

Please be advised that effective April 15, 2019, we will no longer be accepting credit card payments online when scheduling appointments. All credit card payments must be made onsite at the time of the fingerprinting session.

Applicants, Employers, or Facilities wishing to provide a credit card in advance and not onsite should contact our Billing Department and complete paperwork to establish a NCAC account. [Click here for more information about NCAC accounts](#).


### Enrollment Services

Select an Option Below to Get Started



#### Digital Fingerprinting

Fingerprinting for state and federal agency or employment requirements. Schedule a New Appointment, Change an Existing Appointment or Check your Status.




#### TSA Pre✓®

An expedited security screening program connecting travelers departing from the United States with smarter security and a better air travel experience.



#### HAZMAT

A threat assessment for any driver seeking to obtain, renew and transfer a hazardous materials endorsement on a state-issued commercial driver's license.



#### TWIC®

A threat assessment for the Transportation Worker Identification Credential (TWIC®) program which includes workers who access secure areas of the nation's maritime facilities and vessels.



#### FBI History Check

As an approved FBI Channeler, IdentoGO Centers can securely capture and transmit your individual information to the FBI and safely allow you to access your Federal background check results. NOTE: This information is for personal use only, NOT for employment or licensing submission.

- The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

**For Licensing, Certification or Employment requirements in Tennessee**

**Important!** You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

<p><b>For New Appointments</b></p> <p>To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.</p> <p><b>Schedule a New Appointment</b></p>	<p><b>To Mail In Your Fingerprint Card</b></p> <p>To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to IdentoGO after payment is made. <b>Only out of state residents</b> or individuals physically unable to be digitally printed are able to use this option.</p> <p><b>Register for Fingerprint Card Processing Service</b></p>	<p><b>To Look Up or Change an Existing Appointment</b></p> <p>To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.</p> <p>Registration ID (REGID)</p> <p>UEID</p> <p>Email Address</p>	<p><b>For Fingerprint Rejection Notices</b></p> <p>To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.</p> <p>Transaction Control Referral (TCR)</p>	<p><b>Check the Status of your Service</b></p> <p>To check the status of your fingerprint background check, please choose one of the methods below to locate your record.</p> <p>Registration ID (REGID)</p> <p>Transaction Control Referral (TCR)</p> <p>Email Address</p> <p>UEID</p>
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- You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Yes' to proceed to the next page.

Please note, due to COVID-19 we are taking the precautionary measure to quarantine all incoming mail for 1 day before we begin our Card Scan Processing steps.

To submit Fingerprint Cards for a Tennessee state background check please complete the following steps:

- Complete the online registration process.** This ensures we have your individual information and allows us to submit your fingerprints for the required background check without delays.
- Pay for Service.** At the end of the online registration, you will be directed to the ePayment site to complete payment. *Please Note:* Fingerprint cards without payment will not be processed.
- Mail in your completed fingerprint cards to be processed.** Mailing address will be on your registration completed form.

By continuing this registration process, you are affirming that you are either:

- An out of state resident, or
- Physically unable to be digitally fingerprinted.

no yes

- The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.
- Pay for your service using an Authorization Code, Credit Card or e-check. If the Service is Auto-Billed to your Agency, payment will not be required.

**Tennessee** **Payment Collection**

Your total is \$35.15. Please choose a payment method below.

Important Notice regarding ePay Options

Please be advised that effective April 15, 2019, we will no longer be accepting credit card payments online when scheduling appointments. All credit card payments must be made onsite at the time of the fingerprinting session. Applicants, Employers, or Facilities wishing to provide a credit card in advance and not onsite should contact our Billing Department and complete paperwork to establish a NCAC account. Click here for more information about NCAC accounts.

**Pay Online Now**

☐ eCheck

☐ Credit Card

☐ Billing Account

6. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final screen is shown below.



## Tennessee

### Step 1 (of 4) - REVIEW INFORMATION

**Date** Sample Date  
**RegID** Applicant's Reg ID  
**Service** Service Scheduled For  
**Total Due** Total Amount Due  
**Payment Method** Method used to pay for card scan processing



RegID: SAMPLE VALUE

If your payment has not been made through US Bank E-Pay, your fingerprint card will not be processed." - Idemia will no longer accept mailed in payments for cardscan.

### Step 2 (of 4) - SIGN WAIVER

#### IMPORTANT-READ CAREFULLY BEFORE SIGNING

Fingerprint-Based Criminal History Record Request Authorization and Notification Form

By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application/employment/licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly, pursuant to 28 CFR, Sections 16.30-16.34.

I acknowledge that I have been notified of the procedures to challenge the accuracy or completeness of my record, set forth in Title 28 CFR 16.34. I am aware that a copy of these procedures may be downloaded from FBI.gov.

I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer. My signature indicates agreement with the terms and conditions of the background investigation.

X \_\_\_\_\_  
Signature Date

### Step 3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION

\_\_\_\_\_  
Applicant Name (Last, First, Middle) Applicant Date of Birth (MM/DD/YYYY)  
\_\_\_\_\_  
Phone Number Email or Phone 2

### Step 4 (of 4) - MAIL DOCUMENTS

Please mail the following documents to the address provided below:

1. This printed and signed document. Unsigned forms will not be processed and will be returned for signature.
2. Completed fingerprint card

#### NOTE:

Your social security number is required and must be included on the fingerprint cards. Failure to provide social security number will result in cards being returned to you unprocessed. If you do not have a social security number, please reach out to your requesting agency for further instructions.

**IdentoGO**  
**Cardscan Department - TN Program**  
**340 Seven Springs Way, Suite 250**  
**Brentwood, TN 37027**

If you have any questions, please call 855-226-2937.

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