

### Frequently Asked Questions (FAQs)

National fingerprint-based criminal history record check for a noncriminal justice purpose
*****FOR NEW PROVIDER APPLICANTS ONLY*****

Dear Applicant,

Any business entity or individual who submits a new provider application to the Department of Disability & Aging (DDA) must undergo the credentialing process which includes submission of a current **national fingerprint-based criminal history record check**. For this purpose, the following Frequently Asked Questions (FAQs) are designed to guide in this process:

Before you obtain your fingerprint appointment, it is **VERY IMPORTANT** that you are aware of your privacy rights. Therefore, DDA is providing you with a copy of the **NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS** document. This document is located on the DDA website in the section titled **Submitting a National Background Check to DDA**.

1. What type of national fingerprint-based criminal history record check (FCHRC) is required?
  - DDA requires a current national FCHRC. The applicant is required to show proof of obtaining the **national FCHRC**. Please submit as proof a copy of your paid receipt along with the Provider Credentialing Application via email to [DDA.Provider.Application@tn.gov](mailto:DDA.Provider.Application@tn.gov)
2. For what positions or roles does your organization have to submit a current **national FCHRC** with a new provider application?
  - The following persons need to complete the check:
    - Chairperson of the Board (for non-profit agencies)
    - Owner(s)
    - Executive Director
3. Who has the authority to administer the national FCHRC?
  - The national FCHRC is administered by Tennessee Bureau of Investigations (TBI) or a licensed private investigative company or licensed private investigative individual, through [www.identogo.com](http://www.identogo.com) (see DDA's instructions for obtaining background checks through [www.identogo.com](http://www.identogo.com)).
4. Who pays for the national FCHRC?
  - Each applicant is responsible for paying the cost of their own national FCHRC. DDA does **NOT** reimburse **applicants** for the cost of their national FCHRC.
5. When should the applicant obtain the national FCHRC?
  - The applicant should obtain the national FCHRC no more than 60 calendar days prior to submission of the Provider Credentialing Application. A national FCHRC obtained more than 60 calendar days of the submission of the Provider Credentialing Application will **NOT** be accepted.

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Effective 09.16.21

Tel: 615-532-6530 • Toll Free: 800-535-9725 • [tn.gov/disability-and-aging](http://tn.gov/disability-and-aging)

6. Who should receive the national FCHRC?
  - Once the applicant completes their national FCHRC from **Tennessee Bureau of Investigations (TBI)**, or a licensed private investigative company or licensed private investigative individual, through [www.indentogo.com](http://www.indentogo.com), the results will be forwarded to DDA.
7. How will DDA obtain my national FCHRC?
  - Each required position noted in # 2 above completes the Volunteer and Employee Criminal History System (VECHS) form. The organization includes and submits in its DDA New Provider application each person's VECHS and copy of paid receipt. The correctly completed VECHS form gives DDA permission to obtain the person's national FCHRC report.
8. How is the VECHS form completed?
  - Page 1: the applicant completes the convicted question requirement on page 1.
  - Page 2: the applicant checks the box "Employee" and completes the remainder of that section.

For further questions, please email : [DDA.Provider.Application@tn.gov](mailto:DDA.Provider.Application@tn.gov) or phone (615) 532-6530.