

Instructions for Employee Fingerprinting

All private schools participating in the ESA program must work directly with the Tennessee Bureau of Investigation (TBI) to ensure background checks of each employee. The TBI has a contract with IdentoGO, a fingerprint service provider, with outlets often located in stores such as Postal Annex or Mailboxes, Etc. The cost of fingerprinting is \$35.15 for each person. The turnaround time for results once an employee has been fingerprinted is 2-5 days.

1. You must contact the TBI to establish an Originating Agency Identifier (ORI) number and a User Agreement.
2. To establish an ORI and User Agreement:
 - a. Send in a letter of purpose on school letterhead (see sample letter) stating the requirement for employee fingerprinting as part of the Education Savings Account program;
 - b. State the school purpose/mission and the grades served;
 - c. Refer to the need to comply with the NCPA/VCA requiring investigation of applicants for teaching or childcare positions;
 - d. State the private school's Category (I, II, or III) with the Tennessee Department of Education.
 - e. Send the letter via fax, postal mail or scan and send via email.

Tennessee Bureau of Investigation
Biometric Services Unit – Fee Programs TAPS
901 R.S. Gass Blvd
Nashville, TN 37216
Fax number: 615-744-4657
E-mail: Melissa.R.Smith@tn.gov
Phone: 615-744-4095

3. Once your letter of purpose is reviewed by the TBI, you will receive the following forms:
 - User Agreement
 - VECH Application
 - VECH Waiver
 - Agency Applicant Privacy Rights
4. Please email completed User Agreement and VECH Application to Melissa.R.Smith@tn.gov.
Note: The VECH Waiver and Agency Applicant Privacy Rights must be completed prior to submission of fingerprints and retained by your agency.
5. TBI will send the Original Agency Identifier (ORI) number in approximately 5 days. Then the fingerprinting process can begin.
6. Share the ORI number with all of your employees, as they will need this 9-digit number to register on IdentoGO.com.
7. Instruct your employees to schedule the fingerprinting appointment at IdentoGO.com by entering a zip code, a list of the closest locations will appear, along with a button to schedule an appointment. He or she will need to bring a driver's license or other official form of identification to the appointment.

8. There are two options for paying for the fingerprinting service.
 - a. You can elect to have your employees self-pay at the fingerprinting appointment. All major credit cards are accepted.

OR

- b. The school can pay the cost of the fingerprinting by setting up an Identogo No Charge Authorization Codes (NCAC) account. This type of account gives the school the ability to pay on the employee's behalf with a school VISA, MasterCard, Discover or AMEX credit card. The forms are found here (or are attached). Once you have the application filled out you can email it to tnuepaccounts@us.idemia.com or fax to 615-871-0845. Please be sure to fill out the application completely as any missing information will greatly increase the time it takes to create your new account. New account creation can take 5-7 business days from confirmation of complete and correct information.

Tennessee Customer Service: 1-855-226-2937

IDEMIA (Identogo) Billing Accounts Dept.: 1-877-512-6962

Sample Letter to TBI on school letterhead

Date

Ms. Melissa Smith
Tennessee Bureau of Investigation
Biometric Services Unit – Fee Programs TAPS
901 R.S. Gass Blvd
Nashville, TN 37216

Dear Ms. Smith:

NAME OF SCHOOL is participating in Tennessee's new Education Savings Account program, and as a requirement, all of our employees must be fingerprinted to be in compliance with T.C.A. 49-5-413 & NCPA/VCA. This letter is a request for an ORI number and user agreement.

NAME OF SCHOOL serves grades X-XX, and our MISSION is to _____.

NAME OF SCHOOL is classified as a CATEGORY I, II or III private school with the Tennessee Department of Education.

Please send the ORI number and user agreement to the attention of:

NAME

SCHOOL NAME

ADDRESS

Should you have any questions, please contact NAME at PHONE or EMAIL ADDRESS.

Thank you,

Name

Title (Headmaster, Principal, CFO, etc.)

School