

FINGERPRINT CARD INSTRUCTIONS
(PLEASE DO NOT FOLD THE FINGERPRINT CARD)

IMPORTANT INFORMATION FOR APPLICANTS:

- Fingerprints submitted will be used to check the criminal history records of the TBI and FBI.

YOU MAY OBTAIN A COPY OF YOUR CRIMINAL BACKGROUND CHECK

- Obtaining a Copy:
Procedures for obtaining a copy of a FBI criminal history records are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks>.

YOU MAY CORRECT INFORMATION ON YOUR CRIMINAL BACKGROUND CHECK

- Change, Correction or Updating:
Procedures for obtaining a change, correction, or updated of an FBI criminal history records are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/challenge-of-a-criminal-history-summary>.
- The FBI Noncriminal Justice Applicant's Privacy Rights are available at the FBI website at <http://www.fbi.gov/about-us/cjis/cc/library/noncriminal-justice-applicants-privacy>.
- The Agency Privacy Requirements for Noncriminal Justice Applicants are available at the FBI website at <http://www.fbi.gov/about-us/cjis/cc/library/agency-privacy-requirements-for-noncriminal-justice-applicants>.

1. Fill out the fingerprint card in its entirety, boxes concerning **date of birth, place of birth, sex, race, height, weight, eyes and hair** must be filled in. To obtain a fingerprint card, contact the board in which you are applying for licensure.
2. Take the fingerprint card to your local Sheriff's office or Police department to have fingerprinting done.
3. The boxes asking for the employer and address, reason for the fingerprinting, OCA number should already be labeled; however, if they are not entered, place the information given at the bottom of this page in those boxes.
4. Register on-line, www.identogo.com and choose Tennessee. If you do not have access to the internet, you may call toll free (855)226-2937. If registering on-line:
 - Click Get Fingerprinted and choose the state of Tennessee click "go".
 - Under Enrollment Services Select State Fingerprinting.
 - Select "to mail in your fingerprint card".
 - Read Fingerprint Card Submissions instructions and click "yes".
 - Choose the Agency Name, **Department of Health of Health Licensure and Regulation**, from a drop-down box and click "go".
 - Choose the Applicant Type, **Health Licensure** and click "go".
 - Enter your OCA number and click "Go" and confirm the selected profession and click "yes".
 - Complete the Applicant Information, submit and verify information and click "go" follow links to submit payment. This will identify to Identogo by MorphoTrust that a hard card will be mailed to them for conversion to an electronic fingerprint record which will then be submitted to the Tennessee Bureau of Investigation.
5. Applicants must complete the entire registration process; a confirmation number will be supplied at the end of the registration process. This number must be retained by the applicant for tracking purposes. **This confirmation number must be recorded on a separate piece of paper, along with two contact phone numbers and submitted with the fingerprint card when it is submitted to Identogo by MorphoTrust for processing.**
6. Once you have had your fingerprints completed and are registered, **if you have not paid by credit card during the registration process**, please send the card with a **money order** payment of \$32.65 (fee effective October 1, 2016) to the address given below. Money order should be made out to Identogo by MorphoTrust and must include the applicant's full name. **Personal checks are not accepted:**

**Identogo by MorphoTrust
Tennessee Card Scan Processing**

**3051 Hollis Drive, Suite 310
Springfield, IL 62704**

(For tracking and security reasons, it is recommended that a shipping service with tracking be utilized when sending your card. Please include at least two (2) means of contact information for the applicant. Examples: daytime phone, cell phone, etc. You may verify receipt of your card by IdentoGO by MorphoTrust after three (3) days of shipping your card by calling 855-226-2937 and speaking with a customer service agent.)

7. Your fingerprint card will be processed and sent to the TBI and FBI for reading and reporting. This process will take approximately 7-10 days once IdentoGO by MorphoTrust has received the card. If your fingerprints are rejected the first time, you will be notified and given specific instructions on how to complete this process for a second time. You will not be charged for a second fingerprint card process.
8. Your background check report will be forwarded to the Tennessee Board you are applying to.

ADDITIONAL INFORMATION

Employer	TN Health Related Boards	REASON:	BH-Dept of Health
Address:	665 Mainstream Drive		T.C.A. 63-1-116
	Nashville, TN 37243		

OCA#: (select # from OCA Codes list)

FAILURE TO COMPLETE THE PROCESS AS STATED ON THESE INSTRUCTIONS WILL RESULT IN THE CARD BEING RETURNED TO THE APPLICANT, WHICH WILL DELAY THE PROCESS.

Effective March 1, 2015, the FBI and TBI will no longer accept paper fingerprint card submissions sent directly to them. Fingerprint cards must be sent to IdentoGo by MorphoTrust to be converted to an electronic submission.