



# **Tennessee** **Sports Wagering Council**

## Fingerprinting / Background Criminal History Check

### **INSTRUCTIONS**

The following instructions are provided to assist with completing the fingerprint requirements set forth in the Tennessee SWC Supplemental Personal History Disclosure Form (Question #16) for New Key Personnel and the Tennessee SWC Personal History Disclosure Renewal Form (Question #49) for renewal applications.

The TN Sports Wagering Council (SWC) utilizes Identogo (<https://www.identogo.com>) to collect and process fingerprint cards (FD-258) for U.S. background criminal history checks. Note: For international applicants that do not hold a U.S. citizenship and are not fulltime U.S. residents, fingerprinting is NOT required. All international background checks will be conducted via an independent background screening service.

**Appendix A:** Instructions for applicants who have access to an Identogo location.

Identogo has service locations throughout the United States. The SWC highly recommends using an Identogo location for submitting fingerprints. **Pg. 2**

**Appendix B:** Instructions for applicants who are out-of-state residents or individuals physically unable to be digitally printed at an Identogo location. Identogo has service locations throughout the United States. **The applicant will have to arrange to complete/obtain their own Fingerprint Cards (FD-258). Pg. 3**

## Appendix A

### TN SWC Fingerprinting / Background Criminal History Check

#### IdentoGO / Tennessee

1. Go to <https://www.identogo.com>
2. On the top menu bar click the tab **Services**
3. On the left under **Services** click the tab **Digital Fingerprinting**
4. Under **Digital Fingerprinting / Select the state you need to be fingerprinted for:** select **Tennessee**
5. Scroll down and under **Enrollment Services** – click **Digital Fingerprinting** (*Fingerprinting for state and federal agency or employment requirement: Schedule a New Appointment, Change an Existing Appointment, Change an Existing Appointment or Check your Status.*)
6. Under **Fingerprinting & Enrollment Services** click on the tab **Schedule a New Appointment**
7. Enter the **Service code** – 28V2NK
8. Verify you have selected Service Code 28V2NK – **Sports Wagering Council**
9. Complete **Acknowledgement / Release** authorizations
10. Enter a zip code for your current location
11. On the **Appointment Details** page - schedule an appointment
12. On the **Tennessee Applicant Information** page – complete the application form – **submit**
13. Attend your scheduled IdentoGo appointment.
14. At your scheduled IdentoGO appointment, they will take/process your electronic fingerprints. You will be responsible for any IdentoGo application fees/charges. The requested background criminal history results will be provided directly to the SWC.

**Or you may call IdentoGo/Idemia (855) 226-2937 to schedule an appointment**

**\*\* Further questions contact IdentoGo/Idemia \*\***

**IdentoGo/Idemia 1-855-226-2937**

## Appendix B

### **Only out-of-state residents or individuals physically unable to be digitally printed at IdentoGo.**

#### IdentoGO / Tennessee

1. Go to <https://www.identogo.com>
2. On the top menu bar click the tab **Services**
3. On the left under **Services** click the tab **Digital Fingerprinting**
4. Under **Digital Fingerprinting / Select the state you need to be fingerprinted for:** select **Tennessee**
5. Scroll down and under **Enrollment Services** – click **Digital Fingerprinting** (*Fingerprinting for state and federal agency or employment requirement: Schedule a New Appointment, Change an Existing Appointment, Change an Existing Appointment or Check your Status.*)
6. Under **Fingerprinting & Enrollment Services** click on the tab **REGISTER FOR FINGERPRINT CARD PROCESSING SERVICE.**
7. On the **Tennessee Fingerprint Card Submissions** page, click **YES**.
8. Enter the **Service code** – 28V2NK
9. Verify you have selected Service Code 28V2NK – **Sports Wagering Council**. Click **Continue**.
10. Complete **Acknowledgement / Release** authorizations.
11. On the **Tennessee Applicant Information** page – complete the application form – click **Submit**

Follow the instructions provided by IdentoGo after clicking Submit.

**NOTE:** You have selected the Pay for Ink Card submission process. You will be asked to send in a fingerprint card to IdentoGO after making payment arrangements. You are verifying that you are either a non-resident of the State or you are physically unable to travel to an Enrollment Center to be printed.

**You will have to arrange to complete/obtain your own Fingerprint Cards (FD-258)**

**Fingerprint cards must be sent to:**

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

**\*\* Further questions contact IdentoGo/Idemia \*\*  
IdentoGo/Idemia 1-855-226-2937**