

Obtaining an ORI number

Qualified agencies, such as those who serve children, the elderly, and the vulnerable population may request an ORI number.

To establish an ORI number and User Agreement with the TBI, agencies must submit a “letter of purpose” on your agency’s letterhead and it should contain the following information:

- a. Your agency name, the type of service(s) you provide such as childcare, elder assistance, etc.
- b. The appropriate T.C.A. (Tennessee Code Annotated) or federal statute authorizing your agency or organization to fingerprint prospective employees and/or volunteers and receive criminal history record information. If your agency employees have unsupervised access to children, the elderly or any other vulnerable population, please indicate NCPA/VCA (National Child Protection Act of 1993, as amended) in addition to the T.C.A., if known.
- c. Include a copy of your license issued by a state agency (E.g. Dept of Education, Mental Health, DCS, or DHS) unless you are a non-profit agency (501c3).

Please note: If you are the General Vendor/Contractor working on school property, you must include your contract with the public/private school system and a copy of your business license. Sub-contractors are **NOT** eligible for an ORI number. The TBI requires all sub-contractors to utilize the General Vendor/Contractor’s ORI number when fingerprinting sub-contractor employees.

Agencies who submit required documents will receive the appropriate User Agreement, waivers, and privacy rights for your agency.

You may send completed information by fax to 615-744-4657 or by email to Melissa.R.Smith@tn.gov. You may also mail it to the address below.

Tennessee Bureau of Investigation
Biometrics Services Unit – Fee Programs
901 R.S. Gass Blvd.
Nashville, TN 37216

Attention: Melissa Smith