

## 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's name and 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's 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 (5010).

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. Staffing agencies are also NOT eligible for an ORI number.

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

You may send completed information by email to [nancy.rizk@tbi.tn.gov](mailto:nancy.rizk@tbi.tn.gov). You may also mail it to the address below.

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