

## **BACKGROUND CHECK VERIFICATION LETTER RELEASE FORM**

### **IMPORTANT INFORMATION—PLEASE READ**

The Office of Teacher Education is not permitted to release the criminal background check report received from the identified vendor as a requirement for admission to the TTU Teacher Education Program. This office can however send a letter verifying that you met the following requirement:

**“All candidates admitted to the TTU Teacher Education program received Criminal Background Check Reports stating “NO INDICATION” of any record that may preclude the applicants for consideration.”**

**If a letter will be acceptable, please consider the following when making your request:**

- Some agencies will not accept background check information that is more than one year old. Please check to see if there is a time limit on that information.
- The background check verification letter can only be mailed directly to the agency you are requesting it for. It cannot be faxed or picked up in person.
- **Please allow 5 business days for processing time. You will receive an email confirmation the day the letter is mailed out.**

**Please provide the following information so that your letter can be processed in a timely manner. Missing information may slow down the processing of your request.**

**Your Full Name:** \_\_\_\_\_

**Your TNumber:** \_\_\_\_\_

**Your Email Address:** \_\_\_\_\_

Name of School System/Agency: \_\_\_\_\_

Put Attention to: \_\_\_\_\_

School System/Agency Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**I authorize the release of a verification letter that states the status of my criminal background check on file with the Tennessee Tech University Office of Teacher Education.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please Print and Sign)

Please mail or fax this request to the Office of Teacher Education with attention to Precious Edmonds. Mail: TTU Box 5092, Cookeville, TN 38505 OR Fax: 931-372-6286