

## **BACKGROUND CHECK INSTRUCTIONS**

- Criminal background checks from outside agencies **will not be accepted**. The background check must be completed through the Office of Teacher Education— **NO EXCEPTIONS**.
- Please be aware that we **do not release** copies of background check information. The TBI/FBI does not consider secondary dissemination of background check reports to be current or valid.
- All students entering a practicum/field experience/clinical placement in a public-school setting must complete the following steps to obtain the required criminal background check and fingerprinting:
  1. Submit the Applicant Privacy Rights Form.  
[https://www.tn.tech.edu/education/pdf/teachered/Noncriminal\\_Justice\\_Applicant\\_s\\_Privacy\\_Rights.pdf](https://www.tn.tech.edu/education/pdf/teachered/Noncriminal_Justice_Applicant_s_Privacy_Rights.pdf)
  2. Submit the VECHS Waiver Agreement Form.  
[https://www.tn.tech.edu/education/pdf/teachered/VECHS\\_Waiver\\_Updated\\_1.pdf](https://www.tn.tech.edu/education/pdf/teachered/VECHS_Waiver_Updated_1.pdf)

**The TBI will not release your background check results until the Office of Teacher Education submits the completed waiver form with the required information.**

3. Go to the [IdentoGO by MorphoTrust USA Website](#)
  - Click "Schedule a New Appointment"
  - Enter Service Code: 28TY6K
  - Verify you selected "Child-Related Worker - Private"
  - Enter ORI number: TNCC71018
  - Verify you selected Tennessee Tech University
  - Check the Acknowledge/Release square
  - Enter your zip code where you want to complete your fingerprints
  - Schedule your appointment
  - Please include **YOUR FULL LEGAL** name when registering.
4. Payment options will be presented at the end of the online registration process (Options: Money Order, eCheck, Cashier's check, Visa or Mastercard).

**If your background check results are returned showing a "reason to preclude you as a candidate", a meeting will be required to review and discuss the report. Further action may be taken depending on the severity of the incidents listed.**

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### **WHAT TO BRING:**

You will need a State or Federal government-issued photo identification and your registration number. You must also provide either a payment confirmation number or a money order.

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