

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](#).
 2. Submit the [VECHS Waiver Agreement Form](#).

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.

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.
