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 above completed waiver forms with the required information.

3. Go to **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.

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