

# Background Check Procedures

The Sumner County Board of Education requires a Criminal Background Check (CBC) for all new employees and returning employees. Current employees must also complete a CBC every 5 years. Your background must be verified and cleared by the Human Resources Department before you can begin working. If you are a new classified employee, new substitute, non-faculty member, or current employee there will be no charge. If you are a certified teacher or returning employee, \$37.15 will be subtracted from your first paycheck.

**To make an appointment, please follow the instructions below (Desktop/Laptop):**

1. Go to [www.identogo.com](http://www.identogo.com)
  2. Click "Get Fingerprinted" in the top right of the page.
  3. On the left side of the screen, go to the drop-down menu under "Select a Fingerprint Service by State". Select "Tennessee" and then click "Go".
  4. A new page titled Tennessee will open. Scroll to the bottom and select "Digital Fingerprinting".
  5. Click on "Schedule a New Appointment"
  6. Type in the proper service code for whatever job you will be doing with us.
    - Custodial Staff: 28TYN5
    - Bus Drivers: 28TYJ7
    - Cafeteria Staff: 28TY9Z
    - School Worker, Other: 28TYHT
    - School Worker, Volunteer: 28TYKR
    - Substitute Teachers (Licensed or Unlicensed): 28TYBF
    - Licensed Teachers (Not Subs): 28TYFX
  7. After typing in the code, click "Go". A screen will pop up asking you to continue if it is correct. Click "Continue".
  8. Provide our ORI number: **TN930130z**
  9. When asked if Sumner County Schools is correct, click "Yes"
  10. Read the Acknowledgement/Release and click that you agree. Then click "Go".
  11. Enter "37066" as the zip code and click "Go".
  12. Choose Gallatin- E Main St Sumner County Board of Education that says, "This Enrollment Center is a PRIVATE LOCATION for Sumner County Board of Education ONLY-All others will be turned away". Please do not select any other location! Choose a date and time that is convenient for you and follow the remaining prompts.
  13. For payment, please select "coupon code". That code will be entered by us at your appointment.
- DO NOT SELECT ANY OTHER LOCATION OTHER THAN THE SUMNER COUNTY BOARD OF EDUCATION AT 695 EAST MAIN ST GALLATIN. WE WILL NOT REIMBURSE YOU.**

**\*\*When you come to your fingerprinting appointment, please bring your driver's license. \*\***

If you need assistance, please call 615-451-5207 to speak to someone in the Human Resources Department. In the event that Central Office is closed or delayed due to inclement weather, you will have to reschedule your appointment. To check the status of closures, please visit the Sumner County Schools Facebook page or check your local news outlet.