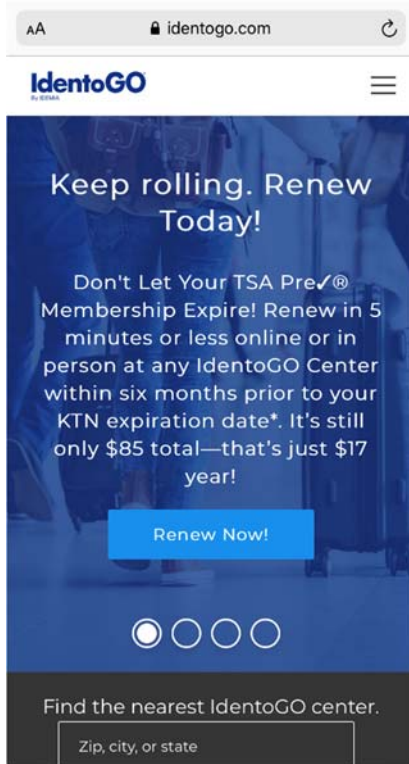
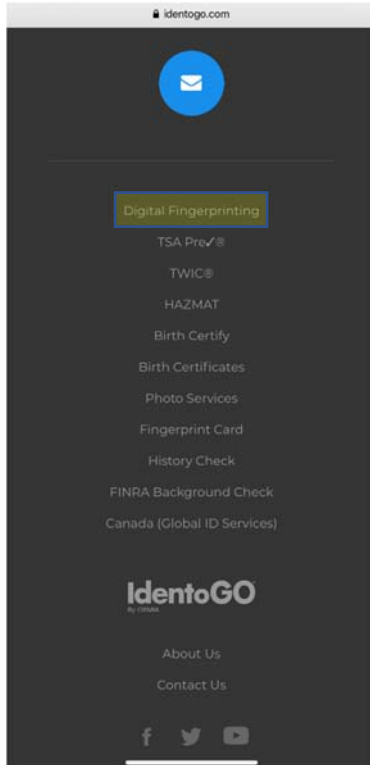


## Background Check Registration- Mobile Phone Instructions

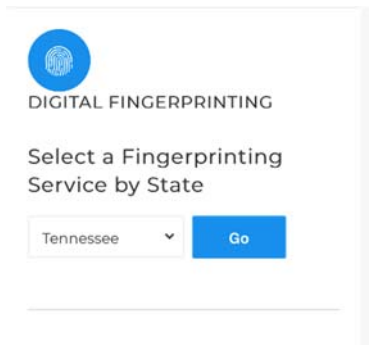
1. Go to [www.identogo.com](http://www.identogo.com)



2. Scroll to the very bottom of the page and click on “Digital Fingerprinting”.



3. Once the new page opens, select Tennessee as the state for services.



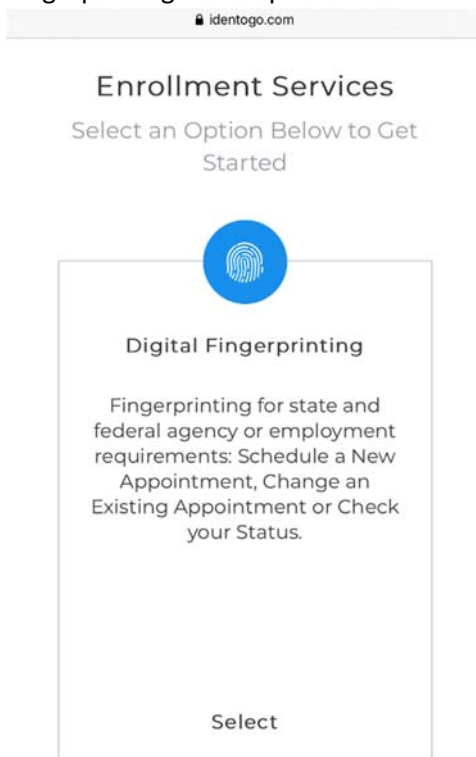
DIGITAL FINGERPRINTING

Select a Fingerprinting Service by State

Tennessee

This screenshot shows a web interface for digital fingerprinting services. At the top, there is a blue circular icon with a fingerprint symbol. Below it, the text "DIGITAL FINGERPRINTING" is displayed. The main heading is "Select a Fingerprinting Service by State". Underneath, there is a dropdown menu currently showing "Tennessee" and a blue "Go" button to its right.

4. A new page with Tennessee at the top will open. Scroll down to the box that says "Digital Fingerprinting" and tap "Select".



identogo.com

## Enrollment Services

Select an Option Below to Get Started

**Digital Fingerprinting**

Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.

Select

This screenshot shows the "Enrollment Services" page on the identogo.com website. The page title is "Enrollment Services" with the subtitle "Select an Option Below to Get Started". A blue circular fingerprint icon is positioned above a large white box. Inside this box, the heading "Digital Fingerprinting" is followed by the text: "Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status." At the bottom of the box is a "Select" button.

5. On the next page, select “Schedule a new appointment”.

tn.ibtfingerprint.com

## Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Tennessee

**Important!** You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

For New Appointments

To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.

[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

AA tn.ibtfingerprint.com

IdentoGO

English

### Tennessee

service code \*

Go >

Don't know your Service Code

Reset

- Next, type in TN930130z and click "Go". When the SUMNER COUNTY SCHOOLS pop up appears, click "yes".

AA tn.ibtfingerprint.com

State Schools/Colleges

applicant type \*

✓ School Worker, Other

ori number \*

TN930130z

Go >

Reset ↻



AA tn.ibtfingerprint.com

IdentoGO

← Start Over

English

Tennessee

agency name \*

✓ State Schools/Colleges

**You have selected to be fingerprinted for**

**SUMNER COUNTY SCHOOLS**

Is this correct?

no yes

Reset ↻

- Next, read and acknowledge the disclaimer by clicking "I Agree". Then click "Go".

I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer. By checking this box, I understand I am electronically signing this document and indicating my agreement with the terms and conditions of the background investigation.

Go >

- Type in 37066 for the zip code and then tap "Go".

# Tennessee

Enter a zip code to determine the closest fingerprinting location.

37066

Go >

10. Finally, select Sumner County Board of Education as the location and choose a time that works best for you. Then, follow the remaining prompts.

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo. To its right is a blue button labeled '< Start Over' and the text 'English'. Below the logo, the word 'Tennessee' is displayed in a large font. A green icon with 'cc' is followed by the text: 'Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.' Below this is a dark blue header bar containing a 'Next Week >' button and the text 'Zip Code:37066' with a 'Change' button. The main content area features the location 'Gallatin- E Main St' with a 'Directions' button. The address is 'Sumner County Board of Education, 695 E Main St, Gallatin, TN 37066'. A note states: 'This Enrollment Center is a PRIVATE LOCATION for Sumner County Board of Education ONLY-All others will be turned away'. A calendar view shows dates from Thursday 10/31/2019 to Wednesday 11/6/2019. The Thursday date is marked 'Schedule Full'. The other dates (Friday 11/1/2019, Saturday 11/2/2019, Sunday 11/3/2019, Monday 11/4/2019, Tuesday 11/5/2019, Wednesday 11/6/2019) each have a blue 'Schedule' button.

**IdentoGO** < Start Over  
English

# Tennessee

cc Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.

Next Week >  
Zip Code:37066  
Change

**Gallatin- E Main St** Directions  
Sumner County Board of Education  
695 E Main St  
Gallatin, TN 37066  
This Enrollment Center is a PRIVATE LOCATION for Sumner County Board of Education ONLY-All others will be turned away

Thursday 10/31/2019 Schedule Full

Friday 11/1/2019 Schedule

Saturday 11/2/2019

Sunday 11/3/2019

Monday 11/4/2019 Schedule

Tuesday 11/5/2019 Schedule

Wednesday 11/6/2019 Schedule