

# Background Check Procedures

The Sumner County Board of Education (SCBOE) requires a Criminal Background Check (CBC) for all new employees (if you have worked for the SCBOE, within the past year, please contact us to determine if this is a step you need to complete.) Your background must be verified and cleared by the Human Resources Department before you can begin working. This information is obtained through fingerprinting. The total cost is \$35.15, which includes TBI & FBI reports, and the entire cost is the sole responsibility of the employee. Reimbursement is offered to active SCBOE employees who provide a fingerprinting receipt to the Human Resources Department and work a minimum of 20 days.

**ORI Number: TN930130Z**

**To make an appointment, please follow the instructions below:**

1. Go to [www.identogo.com](http://www.identogo.com)
2. Search for services by State, City, or Zip Code
3. Select the Agency that is most convenient for you and click on "Schedule Appointment"
4. Click on "State Fingerprinting"
5. Click on "Schedule a New Appointment"
6. On the Agency Name drop down menu choose State Schools/Colleges
7. For applicant type, choose the closest occupation to what you are being hired for
8. Provide our ORI number: **TN930130Z**
9. When asked if Sumner County Schools is correct, click "Yes"
10. Enter your zip code
11. Choose the location that is most convenient for you and follow the rest of the prompts for making the appointment.

**To make an appointment by phone:**

1. Call (855)226-2937 and speak to a representative
2. Be sure to have the ORI number: **TN930130Z**
3. Answer the information the representative asks you to schedule the appointment