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, $35.15 will be subtracted from your first paycheck.

To make an appointment, please follow the instructions below:
1. Go to 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, TN-E Main St. Sumner County Board of Education (it’s the second option on the list) 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”.

**DO NOT SELECT THE GALLATIN UPS STORE OR ANY OTHER LOCATION OTHER THAN THE SUMNER COUNTY BOARD OF EDUCATION. 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.