Background Check Instructions
You should receive a “Cleared” or “Not Cleared” letter within a week of completing the fingerprint process.
Tennessee

Supporting the state of Tennessee, IdentoGO Centers are operated by IDEMIA, the global leader in trusted identities. Today, the company partners with many federal, state and local government agencies as well as businesses covering a variety of industries that count on us for the secure capture and transmission of applicants’ fingerprints. We proudly serve millions of customers each year in our nationwide network of locations.

IdentoGO Centers provide convenient, professional environments for live scan (electronic) fingerprinting services, which are delivered by trained Enrollment Agents. IdentoGO is the preeminent live scan fingerprinting provider for the state of Tennessee and is a certified FBI Channeling Agent.

Step One

Go to website

https://www.identogo.com/locations/tennessee
**Step Two**

Select Digital Fingerprinting

**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.

- **TSA Pre✓**
  An expedited security screening program connecting travelers departing from the United States with smarter security and a better air travel experience.

- **HAZMAT**
  A threat assessment for any driver seeking to obtain, renew and transfer a hazardous materials endorsement on a state-issued commercial driver’s license.
Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Tennessee

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

To Mail In Your Fingerprint Card
To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to IdentoGO after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option.

- Register for Fingerprint Card Processing Service

To Look Up or Change an Existing Appointment
To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.

- Registration ID (REGID)
- Email Address

For Fingerprint Rejection Notices
To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.

- Transaction Control Referral (TCR)

Step Three
Schedule a new appointment
### Application Details

Please choose your agency or program from the list below.

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Department of Revenue</th>
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</thead>
</table>

If you have any questions with the website, please call 855-226-2937.

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**Step Four**

Choose Agency Name
Application Details

Please select the type of your application from the list below.

Applicant Type: Federal Tax Information

If you have any questions with the website, please call 855-226-2937.

Step Five
Choose applicant type
Acknowledgement/Release

IMPORTANT-READ CAREFULLY BEFORE SIGNING
Fingerprint-Based Criminal History Record Request Authorization and Notification Form

By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application/employment/licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly, pursuant to 20 CFR, Sections 16.30-16.34.

I acknowledge that I have been notified of the procedures to challenge the accuracy or completeness of my record, set forth in Title 28 CFR 18.34. I am aware that a copy of these procedures may be downloaded from FBI.gov.

☐ I do NOT agree to the terms and conditions of this background check. By checking this box, the process will be terminated.

☑ 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.

Step Six
Agree to terms and conditions
Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

Enter a zip code to determine the closest fingerprinting location. 37242 or

Please choose the region you will be in for your identification appointment. East or

CLICK HERE FOR A TENNESSEE COUNTY MAP
Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

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

Locations sorted by distance from 37242

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Step Eight

Select a location and date to schedule appointment
Step Nine
Click to schedule the time of appointment
### Applicant Information

**Instructions**

Items marked with an * are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Applicant Name</td>
<td>First Name, Middle Name, Last Name, Suffix</td>
</tr>
<tr>
<td>Applicant Alias or Maiden Name</td>
<td>First Name, Middle Name, Last Name, Suffix</td>
</tr>
<tr>
<td>Applicant Home Address</td>
<td>Number, Street Name, City, State, Zip Code</td>
</tr>
<tr>
<td>Methods of Contact</td>
<td>Phone 1, Phone 2, Email, Preferred Contact Method, Preferred Contact Time</td>
</tr>
<tr>
<td>Applicant Demographic Data</td>
<td>Date of Birth, Gender, Height, Weight, Race</td>
</tr>
</tbody>
</table>

**Step Ten**

Fill out applicant information
Step Eleven
Verify all applicant information is correct
Step Twelve
Select method of payment
Step Thirteen
Enter **ZTN0C0028** as the account
(enter “0” as a numeric zero)
Registration complete

Print out verification for your records
Attend Scheduled Appointment for Fingerprint Scan and Receipt