

# 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. If you are a new classified employee, substitute, or non-faculty member there will be no charge. If you are a certified teacher or returning employee, \$35.15 will be subtracted from your first paycheck.

**ORI Number: TN930130Z**

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

1. Go to [www.identogo.com](http://www.identogo.com)
2. Click "Get Fingerprinted" in the top right of the page.
3. Select a fingerprinting 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. On the Agency ID drop down menu choose "State Schools/Colleges" and then click "Go".
7. For applicant type, choose the closest occupation to what you are being hired for and the click "Go".
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 your zip code and click "Go".
12. Choose Gallatin, TN-E Main St 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! Select a date and time that is convenient for you and follow the remaining prompts.
13. For payment, please select "coupon code".

**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**