

EMPLOYEE BACKGROUND CHECK (fingerprinting) REGISTRATION INSTRUCTIONS



(Out of State new hires can schedule their appointment online, but need to be fingerprinted in Tennessee)

Please visit <https://www.identogo.com/> or call 1-855-226-2937.

STEP 1: Under Search for Services by State select Tennessee - next click "GO"

STEP 2: Select "Digital Fingerprinting"

STEP 3: Click on "Schedule a New Appointment"

STEP 4: Application Details page appears; under Agency Name select, "State Schools/Colleges" – next, click "GO"

STEP 5: Please enter the Williamson County Schools ORI number - TN930890Z - next, click "GO"

STEP 6: You have selected to be fingerprinted for WILLIAMSON COUNTY BOARD OF EDUCATION - Is this correct? Click "YES"

STEP 7: Please read carefully the Acknowledgement/Release notification. After you have read the Acknowledgement/Release notification. Check a box below - next click "GO"

STEP 8: Appointment Details - enter your zip code to determine the closest fingerprinting location, or choose a region for a wide range of locations. (Just for reference, Central Office is located at 37064).

STEP 9: Appointment Details - Choose a location and "Click to Schedule"

STEP 10: Applicant Information page - after you have entered all required information - click "Send Information". Information Verification

STEP 11: Information Verification page – Review all Information. If any of the information is incorrect, click the change bottom of each section to make any needed changes to that section. If all information appears correct – click "GO"

STEP 12: Payment Collection – You will be responsible for the initial payment for this service. At orientation we will discuss how to get reimbursed for this service.

Once you have had your fingerprints completed, you will be given a receipt by the individual who fingerprinted you.

Please provide your receipt at orientation, or attach it to your new hire packet.