

# VOLUNTEER BACKGROUND CHECK REGISTRATION INSTRUCTIONS



Please visit the L-1 website <https://www.identogo.com/> or by calling 1-855-226-2937.

**STEP 1:** Select the state where you want to be fingerprinted

**STEP 2:** Click on 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:** Application Details – Please select the type of your application – SELECT SCHOOL WORKER VOLUNTEER FROM THE DROP DOWN LIST– next, click "GO"

**STEP 6:** Please enter the Williamson County Schools ORI number – TN930890Z – again, click "GO"

**STEP 7:** Acknowledgement Release – choose box that states –I Agree–next, click "GO"

**STEP 8:** You have selected to be fingerprinted for WILLIAMSON COUNTY BOARD OF EDUCATION – Is this correct? CLICK ON "YES"

**STEP 9:** Appointment Details – enter your zip code to determine the closest fingerprinting location.

**STEP 10:** Appointment Details – select the date/time and location where you would like to schedule your appointment to be fingerprinted. Once you have selected this information the Applicant Information page appears. You will enter your personal information and continue through to pay for your fingerprinting.

**STEP 11:** Once you have had your fingerprints completed at the location you selected, you will be given a receipt by the individual who printed you. Volunteer's names will be added to the approved list once the WCS HR Department receives results of the background check.

**All Volunteer's should contact their school location to find out if they are cleared and approved.**