COLLEGE OF EDUCATION

MIDDLE TENNESSEE STATE UNIVERSITY

**Instructions for Obtaining Background Check for Entry into the
Middle Tennessee State University
Teacher Education Program**

Register on-line at **https://tn.ibtfingerprint.com/workflow/28TY6K** or call 855-226-2937.

1. Click on "For New Appointments"

2. Click "Schedule a New Appointment" Button

3. Enter the Service Code: 28TY6K (Child-Related Worker Private)

4. Application Details:

   - O.R.I. Number: **TNCC75022**
   - You have selected **OFFICE OF PROFESSIONAL LAB EXPERIENCES**: Click **Yes**
   - The zip code for MTSU is **37132** if you want a location close to campus. If you want to get fingerprinted closer to where you live or work enter that zip code instead.

5. Applicant Information: Fill out the required fields. Items marked with an * are required. Under the "Applicant Home Address" heading the required field "Number" is your house number. For example, for if you lived at 601 College Street, in the "Number" field you would type 601 and in the "Street Name" field you would type College Street. The field for "Applicant Employer Information" is not required so you can leave this field blank.

6. Information Verification: Check for accuracy and edit any incorrect information.

7. Payment Collection: Please be advised all credit card payments must be made on-site at the time of the fingerprinting session. **The cost is $37.15.**

8. Bring a valid driver's license or state issued ID card and your preferred method of payment to the site where you scheduled your appointment.

9. Upon completion your results will be sent directly to the Middle Tennessee State University.

Primary Documents
As a primary form of picture identification, a state-issued driver's license may be presented by an applicant when being fingerprinted.

For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.
However, in the absence of a new driver's license applicants may provide one or more Secondary Documents including:

State Government Issued Certificate of Birth
US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
Passport
Social Security Card
Certificate of Citizenship (N560)
Certificate of Naturalization (N550)
INS I-551 Resident Alien Card Issued since 1997
INS 1-688 Temporary Resident Identification Card
INS I-688B, I-766 Employment Authorization Card
Secondary Documentation must be supported by at least two of the following:

Utility Bill (Address)
Voter Registration Card
Vehicle Registration Card/Title
Paycheck Stub with Name/Address
Canceled Check or Bank Statement
Social Security Card

Additional Forms

All students are required to have a TBI Background Check cleared and on file in the College of Education's Office of Professional Laboratory Experiences.

Volunteer and Employee Criminal History (VECHS) Agreements, from the Tennessee Bureau of Investigation, in order for your TBI Criminal History Report to be released to our office, you must read, complete and sign the VECHS Waiver Agreement and Statement.

Noncriminal Justice Applicant's Privacy Rights, you must read, complete and sign the Noncriminal Justice Applicant's Privacy Rights form

*Y*ou download the VECHS Agreement, Noncriminal Justice Applicant's Privacy Rights form by **clicking here.**