

## Fingerprinting and Background Checks

According to the Tennessee Department of Human Resources, “All individuals working in licensed child care in Tennessee must submit to a criminal history background check through the Tennessee Bureau of Investigation (TBI).” This means you.

CU students are required to get a background check **prior** to their TEP II interview.

### Directions for completing the background check:

1. Registration:
  - a. Go online to [www.tennessee.cogentid.com](http://www.tennessee.cogentid.com). Click “register online.” Complete all yellow fields. You will need to know the following information:
    - ORI: TNCC95015
    - Transaction Type: DP
    - Payment Type: Applicant
  - b. Go through all three steps and confirm your information. Make a note of your registration confirmation number.
  - c. Click “return home.”
  - d. Now click on “Pay Online” if you have a credit card and follow the instructions (a new window will open).
2. Payment:
  - a. Applicants must pre-pay their fingerprint services online or by calling 800-964-7690 with a credit card. You may also pay with a Money Order for \$48.00, made payable to Cogent Systems, at one of the sites below (or another registered site you can find at [https://www.tennessee.cogentid.com/TN\\_MAP/TN\\_Map.html](https://www.tennessee.cogentid.com/TN_MAP/TN_Map.html) ) on the day of your fingerprinting. *NO checks or cash.*
  - b. The type of application you need to submit is for TBI and FBI search; confirm that the total cost for the service is \$48.00.
3. When your registration and payment are complete and you have a registration confirmation number, go to one of the TBI/Cogent designated fingerprint service sites (see list below) to get fingerprinted and complete the background check.
4. At the fingerprint service site, you must provide a valid State or Federal government issued photo identification such as a driver’s license or passport.

Fingerprints will be forwarded electronically to the Tennessee Bureau of Investigation and all results of the fingerprint background check will be provided to the Agency (Cumberland University).

### Local Cogent Fingerprint / Background Check Service Sites

#### **Guns and Leather**

[2216 Hwy 41 South](#)

Greenbriar, TN 37073

615-643-4865

Wed 9:00A – 6:00P

Mon, Tues, Thur, Fri and Sat 9:00A – 8:00P

Sun 1:00P – 5:00P (By appointment only - call 615-643-4865)

Please do not overwhelm the service with large groups of applicants.

**Academy of Personal Protection & Security**

[336 Hill Ave Suite 102](#)

Nashville, TN 37210

615-360-6002 for Sat hours.

Mon, Wed, Fri 8A – 4:30P

Tues, Thurs 8A – 6P

**Metro Nashville Public Schools**

[2601 Bransford Avenue](#)

Nashville, TN 37204

Mon – Fri 8A – 4:00P

**Rutherford County Board of Education**

[2240B Southpark Blvd](#)

Murfreesboro, TN 37128

615-893-5815 ext 22821

Mon – Thurs 7:00A – 3:30P

Do not use the main building entrance. Cogent is located in the metal building to the left of the school board offices. Look for Cogent sign in parking lot.

**Sumner County School BOE**

[695 E Main Street](#)

Gallatin, TN 37066

Mon, Wed, Fri 8A – 12P; 1P – 4P

**The UPS Store #4575**

[5016 Spedale Court](#)

Spring Hill, TN 37174

Mon – Fri 8:30A to 7:00P

Sat 9:00A – 3:00P

Open for Fingerprinting Beginning Tuesday, June 10, 2008

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