

Procedures to Obtain Criminal Background Check

Community College Students Who Seek Admission to Colleges of Education

Tennessee Board of Regents Universities

1. Register online at www.tennessee.cognetid.com or call 877-862-2425.
Complete only the yellow required elements:
 - Provide the O.R.I. number for the university that you plan to attend:

Austin Peay State University	TNCC63013
East Tennessee State University	TNCC90028
Middle Tennessee State University	TNCC75022
Tennessee State University	TN930050Z
Tennessee Technological University	TNCC71018
University of Memphis	TNCC79121
 - Indicate the Transition Type: DP
 - Verify that you, the applicant, are paying for the security check.
 - Complete the required personal information. If you are uncomfortable providing your social security number on the internet, call the number listed above.
2. Prepay your fingerprint service. The cost is \$48.00. Prepayment may be completed at www.tnprints.com or by calling 800-964-7690.
3. Wait one day and then proceed to the fingerprint location of your choice. Locations for conducting the fingerprinting can be found at www.tennessee.cogentid.com. No appointment is necessary, but you must have prepaid for the fingerprinting service and be registered.

By following the procedures above, you acknowledge the following: (1) the results of the background check can affect your admission/continuance in a teacher education program and (2) that universities have your permission to share the results of the background check with school districts where you may be placed for field or clinical placements.

