

# SUBSTITUTE FINGERPRINT BACKGROUND CHECK REGISTRATION INSTRUCTIONS



You can schedule a fingerprint background check by following the online registration steps below or calling 1-855-226-2937.

- STEP 1:** Go to [tn.ibtfingerprint.com](https://tn.ibtfingerprint.com). Click “Schedule a New Appointment”.
- STEP 2:** In the service code box, type in **28TYBF**. Click Go.
- STEP 3:** A pop up box will appear saying, “You have entered Service Code 28TYBF Substitute Teachers...” Click Continue.
- STEP 4:** In the ORI number box, enter **TN930890Z**. Click Go.
- STEP 5:** A pop up box will appear, saying “You have selected to be fingerprinted for WILLIAMSON CO. BOARD OF EDUCATION Is this correct?”. Click yes.
- STEP 6:** Read the Fingerprint-Based Criminal History Record Request Authorization and Notification Form. Click the **I AGREE** checkbox if you consent to the background check. Click Go.
- STEP 7:** Enter a zip code to determine the closest fingerprinting location. Click Go.
- STEP 8:** Select the location, date, and time of when you would like to schedule your appointment to be fingerprinted. Click Continue.
- STEP 9:** Proceed to fill out the required applicant information fields, review your information, and select your payment type.
- STEP 10:** Once you have completed the online scheduling, you can save or print a copy of the registration.

**You are responsible for the payment of this service at the time of the appointment.**

We will discuss how you can be reimbursed for this at orientation.



## **Williamson County Schools**

**RIGOR • RELEVANCE • RELATIONSHIPS • RELENTLESSNESS**

### **Background Check Privacy Notice**

The Board of Education in compliance with State statute TCA 49-5-413 requires criminal background checks prior to the final employment of any personnel and every five years of employment thereafter. These results are handled in a manner that protects the applicant's privacy. These obligations are pursuant to the Privacy Act of 1974, Title 5 United States Code Section 552a, and Title 28, Federal Regulations (CFR), Section 50.12.

Your fingerprints will be used to check the criminal history records of the FBI. Any person seeking employment with the Williamson County Board of Education is required to make a full disclosure of any prior criminal record, misdemeanor or felony. Any applicant who knowingly falsifies information regarding a prior conviction of a misdemeanor or felony shall forfeit his/her office (Board Policy 5.106).

Applicants will be granted time to provide Williamson County Schools with documentation regarding the final outcome of any and all charges that appear on their background check results. Classified staff members will receive 30 days and Educators will receive 60 days to provide the proper documentation.

The procedure to request a change, correction or update of an FBI criminal history record should be done through the FBI and those instructions are established in 28 CFR 16.34.

Williamson County Schools will only use the background check results for the requested purpose and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.

Your signature below acknowledges that you have received information regarding your FBI background check and understand all your rights in regards to fingerprinting.

\_\_\_\_\_  
Print Name (Full Legal Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Legal Reference:  
TCA 49-5-413

School Board Policy:  
5.1061  
5.106

**NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 28 CFR 50.12(b).

<sup>4</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article JV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d)