

VOLUNTEER FINGERPRINT BACKGROUND CHECK REGISTRATION INSTRUCTIONS



Volunteers 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. Click “Schedule a New Appointment”.
- STEP 2:** In the service code box, type in **28TYKR**. Click Go.
- STEP 3:** A pop up box will appear, saying “You have entered Service Code 28TYKR School Worker Volunteer...” 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.

Volunteer’s names will be added to the approved volunteer list once their fingerprint background check is cleared. Volunteers should contact their school location to find out if they are cleared and approved.