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

Register online at https://tn.ibtfingerprint.com/workflow/28TY72 or call 855-226-2937.

1. Click on "For New Appointments"

2. Click “Schedule a New Appointment” Button

3. 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.

4. Appointment Details: Pick a location convenient for you. When scheduling your appointment day and time remember you will have to pre-pay before you can get fingerprinted. If you are able to pay right now with a credit card (the last screen) you can schedule your appointment anytime (as soon as possible). If you are paying with a money order or cashier’s check make sure you allow enough time to purchase a money order or cashier’s check and still arrive at your appointment 15 minutes early.

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: You must prepay for your fingerprint service. The cost is $35.15. You can pay by credit card or eCheck online. You can select an option to bring either a money order or a cashier’s check with you on the day of the appointment (made out to MorphoTrust USA).

8. Additional Information: Arrive 15 minutes before your scheduled time. If you are more than 5 minutes late your appointment can be canceled (call if you are going to be late). You need your registration ID number (print your “Registration Completed” page), a valid form of identification, and a money order or cashier’s check if you did not already pay with a credit card or by eCheck.
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

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

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