

## **Metropolitan Nashville Public Schools** **Criminal Background Clearance and Fingerprinting**

The Metropolitan Nashville Public School System requires a Criminal Background Clearance (CBC) which includes fingerprinting on all new employees, re-hired employees, employees changing classification, substitutes, student teachers, student practicum, volunteers, tutors and vendors.

The CBC must be on file before you start work.

**PLEASE DO NOT GET FINGERPRINTED IF YOU HAVE NOT BEEN OFFERED A POSITION WITH METROPOLITAN NASHVILLE PUBLIC SCHOOLS.**

This fingerprinting information is for TN residents or those applicants fingerprinting in TN. For information regarding out of state fingerprinting for Non-Tennessee residents please email [Terry.Hopkins@mnps.org](mailto:Terry.Hopkins@mnps.org) or [Michelle.Marshall@mnps.org](mailto:Michelle.Marshall@mnps.org). The Non-Tennessee resident fingerprinting process could take up to 6-8 weeks to complete.

**To register for fingerprinting, please call IdentoGO at (855) 226-2937  
or visit <https://www.identogo.com/locations/tennessee>**

IdentoGo Customer Service - Monday-Friday, 8:00am – 4:30pm CST.

You will be prompted to provide personal information including our **ORI CODE: TN930050Z**

**Choose the applicable service code below:**

| Service Code | Service Name                    | Reason                          | Agency/Group           |
|--------------|---------------------------------|---------------------------------|------------------------|
| 28TY9Z       | Cafeteria Workers               | SCHOOL CAFETERIA WORKERS        | State Schools/Colleges |
| 28TYBF       | Substitute Teachers             | SUBSTITUTE TEACHERS             | State Schools/Colleges |
| 28TYFX       | Teachers                        | TEACHERS                        | State Schools/Colleges |
| 28TYG9       | Post-secondary/Higher Education | POST-SECONDARY HIGHER EDUCATION | State Schools/Colleges |
| 28TYHT       | School Worker, Other            | SCHOOL WORKER OTHER             | State Schools/Colleges |
| 28TYJ7       | Bus Drivers                     | SCHOOL BUS DRIVERS              | State Schools/Colleges |
| 28TYKR       | School Worker Volunteer         | SCHOOL WORKER OTHER VOLUNTEER   | State Schools/Colleges |
| 28TYN5       | Custodial Workers               | SCHOOL CUSTODIAL WORKERS        | State Schools/Colleges |

The total cost for fingerprinting is **\$37.15**, which is the responsibility of the applicant. This fee will be due at the time of registration unless using money order or cashier's check, which will be due before fingerprinted.

**Payable by Visa, MasterCard, Discover Card, Money Order, or Cashier's Check.**

**(Payment by personal check or cash will not be accepted)**

**FINGERPRINT RESULTS ARE ONLY VALID FOR 180 DAYS**

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