New Background Check Procedure
For All Candidates Assigned to Field/Clinical Placements
Effective August 1, 2011

Please Read Carefully. If you get a background check on or after August 1, 2011 and you do not use the new company, you will have to redo your background check and pay twice.

Effective Fall 08: Tennessee Legislature passed a law (TN Code 495-5413) mandating all candidates that are assigned to field/clinical placements to submit a background check via the Tennessee Bureau of Investigation.

Step One: Registration and Payment (Note: $48 background check fee)
Approved background check vendor: L-1 Enrollment
1.) Go to the website http://www.l1enrollment.com to set up an appointment.
* Select Tennessee as your state.
* Select online scheduling to make your appointment.
* After entering your name you will see a drop down menu. Select Non- DCS Child Care/ Adoption Providers from this menu.
* Next you will select Child-Related Worker Private from the second drop down menu.
* Enter the ORI Number: TNCC79121
* The next screen will ask you if you want to be fingerprinted for The University of Memphis and you will select Yes. If it does not say The University of Memphis you have entered the wrong ORI Number, select No and reenter the correct ORI Number.
* You will then enter your zip code, select a site, and complete your fingerprinting application.

Step Two: Fingerprinting
-Bring a valid driver’s license or state issued ID card and the method you selected to pay for your fingerprinting to the site where you scheduled your appointment.
-Upon completion your results will be sent directly to the University of Memphis.

*NOTE: Location and operation times are subject to change.

For any inquiries regarding background checks, please call TBI at 615-744-4095

8/2011