

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