Peabody College
Background Clearance Office
Frequently Asked Questions

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Q1. Why is a fingerprint-based criminal background check required for Peabody personnel?

A. There are several reasons including:

- Peabody College has a duty to comply with various Tennessee laws that were enacted to protect the safety of children and vulnerable adults.
- Peabody has a moral responsibility to take all reasonable actions to protect those individuals and ensure safety for all.
- Many school systems and other organizations now require criminal background clearance for all persons who have direct contact with children and vulnerable adults. BEFORE they are allowed to enter a facility and be in contact with children or vulnerable adults.
- Peabody relies upon the establishment and maintenance of positive relationships with schools, childcare facilities, and parents in pursuit of the college’s mission.
- Peabody has numerous research projects, camps, classroom settings, childcare facilities on campus with children present in virtually every location on campus.

Q2. Who is required to be fingerprinted and undergo a criminal background check under the provisions of this policy?

- Peabody College requires that all faculty, and students who are completing a Peabody degree be fingerprinted and pass a criminal background records check.
- In addition to this requirement all Peabody personnel (staff, and students) who have direct contact with children under the age of 18 and/or vulnerable adults either on campus or off campus, in a Peabody related activity, are required to be fingerprinted.
- Temporary employees, volunteers, contractors, consultants, and intern/observers are included in this requirement.
- ALL contractors who perform functions for Peabody College whether in or out of the state of Tennessee must be fingerprinted and pass a criminal background check.

Q3. What is the definition of a vulnerable adult?

A. The Tennessee Adult Protection Act defines vulnerable adults as being persons “eighteen years of age or older who, because of mental or physical dysfunction or advanced age, are unable to manage their own resources, carry out the activities of daily living, or protect themselves from neglect or hazardous or abusive situations without assistance from others, and they have no responsibly able person to depend upon for assistance, and they may be in need of protective services. [Adult Protection Act T.C.A 71-6-102(2)]

Q4. When do I need to be fingerprinted?

A. You must be fingerprinted and pass the background clearance process prior to employment and/or having any direct contact with children or vulnerable adults. Tennessee law requires that all students entering a state-approved teacher education program must have the clearance as a provision for beginning the program or no later than two weeks after the start of classes.

The entire process must be completed before you have any direct contact with children or vulnerable adults. Peabody policy is to have all students completed within two weeks after the start of classes
Q5. I am a Peabody instructor. My class will be visiting a school or childcare center early in the semester. Do all my students have to be cleared before we make the visit?

A. Yes. You should state in your syllabus and on the first day of classes that clearance is required by Tennessee law before you and your students can enter a school or childcare center. The Background Clearance Officer can verify that all your students have been cleared if you provide him with a class roll.

Q6. I have already been fingerprinted and passed a criminal records check. Do I need to go through the process again?

A. Students who are continuously enrolled at Peabody College for fall and spring semesters or who have been on an official leave of absence do not need to be cleared again. That provision may include students who have completed one degree and enter directly into another one. If, however, there is a break in their studies (other than summer) for other reasons, they will have to repeat the process. PoM policy requires a "re-check" at four (4) year intervals.

Faculty and Staff members who are continuously employed at Peabody College will repeat background clearance as directed. Vanderbilt policy requires any employee transferring to another position to complete a new background check prior to the transfer. Please check with the department you are transferring to. PoM policy requires a "re-check" at four (4) year intervals.

Staff members who move directly into a role as a student may not have to be cleared again. Those individuals should contact the Background Clearance Officer. However, students who become staff members have to be cleared as part of their hiring process by VU Human Resources. PoM policy requires a "re-check" at four (4) year intervals.

Q7. I was cleared by the Metro Nashville School System (MNPS) or another school system in Tennessee but am now going to be a student, faculty member at Peabody. Do I need to be cleared again?

A. In the past, most local school districts have provided verification of clearance to Peabody College. The BCO can request verification from a local TN school district or you may request your HR department send a verification to bco@vanderbilt.edu. It is the decision of the local district to release your information or not. If they provide verification and the BCO Committee accepts the clearance you will not have to be fingerprinted again. If they do not provide the information OR the BCO Committee does not accept their clearance information then you have to be re- fingerprinted. Contact the BCO for further information and to receive a copy of the BCO letter template for verification. You must be employed full time by the TN local district while a student at Peabody for this option to be considered. PoM policy requires a "re-check" at four (4) year intervals.

You must complete a Background Clearance Consent form in all circumstances.

Q8. I was fingerprinted at the Metro Nashville School System board offices rather than at Peabody. Will you receive my TBI/FBI report?

A. It is important that you use our ORI number when registering for fingerprinting. It you use TNCC19116, your results will be sent to our office. If you use the MNPS ORI or another agency’s ORI number, Peabody will not receive them and the TBI will not share the report with us. In most cases the other agency cannot share the results with us due to restrictions in TN law.
Q9. How do I go about getting fingerprinted and having the background check done? A.

The Tennessee Bureau of Investigation, in conjunction with the Federal Bureau of Investigation, conducts criminal background checks. The TBI has contracted with IdentoGO (http://identogo.com) to do all fingerprinting. Pre-registration and payment of the $38 fee are required before a person can be fingerprinted. Registration and fee payment can be done online or by calling IdentoGO - 855-226-2937.

**To process your fingerprints correctly you will need to provide this information:**

- **Agency Type:** Non-DCS Child Care/Adoption Provider
- **Applicant Type:** Child Related Worker (Private)
- **ORI Number:** TNCC19116

**NOTE:** It is very important that you input your first and last names in the correct fields. Failure to do so will cause the results to be sent under an incorrect name and, at the least, delay the process. You should use your LEGAL name on all forms.

Fingerprinting sites may be found at: http://identogo.com/FP/Tennessee.aspx

Q10: What do I need to take with me to the fingerprinting site?

A. A current driver’s license, state picture ID, or passport is required at the time of fingerprinting. Your Vanderbilt Student ID is **NOT** acceptable identification.


If you did not pay online you will need to take a cashier’s check or money order to the scan location. They do not accept cash, personal check, or credit/debit cards at the scan locations. These should be made out to L-1 Enrollment Services.

Q11. Is there paperwork required before or after I register and pay the fee?

A. You must submit a completed “Consent for Criminal Records Check” form. The form is available online at: http://peabody.vanderbilt.edu/admin-offices/bco/BCO_Consent.php

B. The form is to be read, completed and submitted online. If you are unable to complete the form online then you should contact bco@vanderbilt.edu.

C. Most information in the online form will be your personal demographic but you should be sure that you know the Department you are enrolled in, your VUnet ID, and your Commodore/Employee/Vendor/Contractor ID number.

D. The form requires you submit using an eSignature. That eSignature is one of the following:
   - Commodore (student) ID number
   - Employee ID number
   - Vendor/Contract ID number

E. If you do **NOT** have one of the numbers listed in D then contact the **BCO**.
Q12. Is it possible for the funded project (grant) or department/office to pay for my fingerprinting?

A. In some cases, the cost of fingerprinting may be charged to a department, office, grant or principal investigator incentive fund, if the following conditions apply:
   1. The grant provides a portion of the person’s salary or other compensation. Some entities may also be able to pay for the fingerprinting of volunteers.
   2. The activity that causes direct contact with protected groups is required.

Contact the Administrative Officer for your funded project or in your teaching department or other office for additional information.

Q13. Can I have someone other than IdentoGO/Morpho Trust complete the fingerprinting?

A. No. The Tennessee Bureau of Investigation (TBI), which, with the FBI, conducts background checks, uses IdentoGO to do all electronic fingerprinting for this purpose. Therefore, IdentoGO must perform all fingerprinting within the state of Tennessee. See Q19 for information on fingerprinting of those who are working outside the state of Tennessee.

Q14. Who performs the background check and to whom are the results submitted?

A. The TBI and FBI conduct the background check. The TBI provides results to the Clearance Office. Other agencies perform the checks for those being fingerprinted outside the state of Tennessee who will be working in a state other than Tennessee.

Q15. What happens after I am fingerprinted?

A. Each set of fingerprints is examined by the TBI and FBI and compared with state and federal criminal records (or other agencies outside the state of Tennessee.)

A letter of “no indication” will be sent to the Clearance Officer if no criminal record is found. With that report and your consent form on file, your background clearance is automatically verified. You will be contacted by the BCO only if there is a problem.

Q16. What happens if my record is not clear?

In the event a criminal record is found, a copy of that record (a criminal background check report or “rap sheet”) will be sent to the Background Clearance Officer. Upon receipt of the criminal background check report, the applicant will be notified and may be required to complete a Background Clearance Questionnaire which will be provided by the BCO. bco@vanderbilt.edu

Once you complete the questionnaire return the information to the Background Clearance Officer. If the Officer deems it appropriate, a committee consisting of an attorney from the Office of University Counsel, the Peabody Background Clearance Officer, and other Peabody
personnel will review the criminal background check report and questionnaire (with the individual’s identity redacted) to determine whether the noted infractions should prevent the person from participating in projects involving children under the age of 18 or vulnerable adults. If the review results in clearance to participate in projects involving children under the age of 18 or vulnerable adults, the individual will be notified and documentation of that report will be maintained in a secure location.

If the review of the criminal background check report results in a determination that the individual may not participate in projects involving children under the age of 18 or vulnerable adults, the individual will be notified and provided an opportunity to appeal in accordance with the process described in Q18.

Q17. Is my information confidential and secure?

A. All letters and pertinent information received by the Clearance Officer from the TBI, along with all other confidential documents, are housed in a secure location. Digital copies of all documentation are also stored in a protected database. Paper documents are not kept once they are converted to digital format. As you agree when signing the Consent Form, the Officer may share information with authorized personnel of agencies where your activities will be performed.

Q18. If I believe the criminal background check report is inaccurate, what recourse do I have?

A. Any person wishing to dispute the results of the criminal background check may do so by contacting the Tennessee Open Records Information Services Unit at (615) 744-4057. As explained at http://www.tbi.state.tn.us/background_check/TORIS-master-memo.pdf.

Q19. Am I required to wear an ID badge?

A. All Peabody personnel who enter facilities of the Metro Nashville Public Schools are required to wear an ID badge provided by Peabody College. Some other school districts may also require that you display the badge. Details can be found in the website entitled “ID Badge Requirements”. Offsite facilities for volunteers, practicum students, internships, etc… may require that you wear your badge check with each assigned facility prior to entering the building.

Q20. Do I have to have a fingerprint background clearance if I am an outside contractor or other person performing work for Peabody College outside the state of Tennessee?

A. Yes, regardless of the state law or school policies where you will be representing Peabody College. You should review the "NON-TN Policy" which outlines the procedure for acceptance of clearance from another state.

The entire process must be completed before you have any direct contact with children or vulnerable adults.

Q21. I have a question that was not answered. What should I do?
A. If you were not able to find the answer to your question in this list of FAQs or elsewhere on the website, contact the Background Clearance Officer by emailing bco@vanderbilt.edu

Q22. I need to reschedule my fingerprinting appointment. What should I do?

A. Please go to https://tn.ibtfingerprint.com/index.php and follow the instructions. If you have additional questions please contact the Background Clearance Officer by emailing bco@vanderbilt.edu

Q23. I do not have a social security number what do I do?

A. The online registration for fingerprint scans through IdentoGO! requires a social security number to complete registration. If you do not have a social security number you should use one of the following options:

In the social security field enter one of the following options:
555-55-5555, or
155-55-5555
255-55-5555, etc
OR
123-45-6789

If the options do not allow you to register call 855-226-2937.