Peabody College Background Clearance Office
ID Badge Requirements

Peabody personnel will receive a photo ID badge certifying that they have passed a TBI/FBI background check and submitted a completed consent form. Keep it with you as it is your personal verification.

Personnel Affected
Affected personnel include faculty, staff, students, contractors, and consultants.

Exemptions
There are no exemptions.

Process

- Once an individual has been granted clearance based off their TBI/FBI background check, the Background Clearance Office will print photo ID badges for Peabody personnel.
- Badges will be distributed to the appropriate Peabody teaching department office.
- The teaching department will be responsible for the distribution of badges.
- NON-Peabody personnel must request a badge print via the "Request verification/badge" on the BCO website.
- If you have not received a badge within seven (7) days of fingerprinting you should contact the BCO at bco@vanderbilt.edu.
- Non-student/faculty will need to provide a picture to bco@vanderbilt.edu.
- Peabody personnel are required to wear the badge when present in any public/private school, childcare facility or facilities serving vulnerable adults.

Expiration

- Student ID Badges will have an expiration date based upon the presumed degree program graduation.
- If a student does not graduate when expected or enters a post-baccalaureate program, the Background Clearance Office will produce a new card, upon request.
- Students who do not enroll for consecutive fall and spring semesters and who are not on an official leave will have to complete the background clearance process again and pass a new background check to renew certification.
- A new ID badge will be issued.
- Employee badges will identify the individual's type of employment in place of an expiration date. IE: faculty, staff, contractor, etc…

Replacement ID Badges

- Persons who lose or damage the ID Badge issued to them must report that fact immediately to the Background Clearance Office.
- The best method of communication is using the online form.
- **The first replacement badge** will be printed and issued to the badge holder by the appropriate Peabody department upon presentation of another photo ID.
- **Additional badges will be printed at a cost of $15 charged to the student's account.**

Badge Return
All badges must be returned to the teaching department office when they are no longer needed. Returned/expired badges should be destroyed.

Additional Information
The Background Clearance Office website contains additional information including Peabody policy, FAQs, and forms. BCO