Peabody Fingerprinting and Background Clearance Requirements

Background clearance and fingerprinting should be completed prior to the start of your first term at Peabody. The background clearance requirement is not satisfied until ALL items below are completed.

The State of Tennessee has enacted statutes that require background checks to be performed on individuals who work with Tennessee school children. Peabody will conduct background checks in compliance with state law; to demonstrate our commitment to protecting the welfare of children and vulnerable adults; and, thereby, to help maintain our access to research, practicum, and internship sites. The purpose of Tennessee’s background check laws is to prevent persons with certain criminal Infraction’s from having direct contact with children under the age of 18 and/or vulnerable adults.

Tennessee law applies to individuals in any position requiring proximity to school children or to children in a child care program, as well as persons who are entering teacher degree programs. **Peabody policy expands** this coverage to anyone involved with Peabody related activities at any location, on or off campus, including but not limited to persons employed, volunteering, interning, contracting, or enrolled in academic programs at Peabody.

All students earning a degree with Peabody are required to complete a background clearance. This includes special certifications, licensure hours, and/or endorsements.

The following two options are acceptable to complete your fingerprint background check PRIOR to the start of your first term at Peabody.

**Option 1:** Arrive in advance of the University move-in date to complete fingerprint scans in Tennessee. If you reside in TN this option is the one you choose as you can complete the fingerprint scans at any Identogo location in TN.

**Option 2:** Complete the Mail in Ink Card process at least one month in advance of the start of term. Additional costs may incur for printing and mailing cards with a tracking number.
- Local law enforcement often ink cards for free or a nominal fee.
- Requires you mail card in a traceable method.

Please inform the BCO of your plan by completing this form.

[https://bco2.wufoo.com/forms/background-clearance-process/](https://bco2.wufoo.com/forms/background-clearance-process/)

**VIOLATIONS AFTER CLEARANCE:**
Should any arrests for criminal activity occur after clearance is granted, Peabody personnel should notify the BCO within 72 hours of said arrest. ([bco@vanderbilt.edu](mailto:bco@vanderbilt.edu))

**FAILURE TO COMPLY:**
Failure to comply may result in:
- A hold on future registration/class enrollment.
- A hold placed on financial support.
- Removal from enrollment.
- Disciplinary action under the Vanderbilt Progressive Discipline policy (staff).
- Disciplinary action under the terms of the Vanderbilt Faculty Manual (faculty).
- Other consequences as deemed appropriate and necessary by Peabody and Vanderbilt administration, up to and including termination. (staff & faculty)