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. For students and faculty the badge will be printed automatically by the BCO office when your file contains the completed/signed consent AND the cleared TBI/FBI report. 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/privateschool, childcare facility or facilities serving vulnerable adults.

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. Badges will be distributed to the appropriate Peabody teaching department office. The teaching department will be responsible for the distribution of badges. If you have not received a badge within seven (7) days of fingerprinting you should contact the BCO at bco@vanderbilt.edu.

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, adjunct, staff, 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 an email to bco@vanderbilt.edu. 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