Peabody College
Background Clearance Office
ID Badge Requirements

Effective summer, 2012, all Peabody personnel will receive a photo ID badge certifying that they have passed a fingerprint-based TBI/FBI background check and submitted a completed consent form. The badge will be printed automatically by the BCO office when your file contains the completed/signed consent AND the cleared TBI/FBI report. Peabody personnel who enter school or childcare facilities are required to wear the badge when in the school.

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

Process
Once an individual has been fingerprinted and passed the 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 with 7 days of your fingerprinting you should contact the BCO at bco@vanderbilt.edu. Please place the single word “badge” (no quotes) in the subject line of the email.

Expiration
Student ID Badges will have an expiration date based upon their 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 be fingerprinted 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. A replacement badge will be printed and issued to the badge holder by the appropriate Peabody department upon presentation of another photo ID.

Badge Return
All badges must be returned to the department office when they are no longer needed. Expired badges should be destroyed or may be returned to the department office.

Additional Information
The Background Clearance Office website contains additional information including the college policy, FAQs, and forms. http://peabody.vanderbilt.edu/admin-offices/bco/index.php

Revised December 2011, Background Clearance