Instructions for enrolling in L-1 Fingerprint scans

Don’t have a social security number? For instructions go here.

1. Go to http://www.identogo.com/FP/Tennessee.aspx (Formerly L-1/MorphoTrust)

2. To find fingerprinting locations closest to Nashville select "Mid-Cumberland". You may choose any location in TN that is more convenient for you.

3. Select English or Spanish.

4. Enter your legal name. This should match the data you entered in your consent form.

   **Important note:** Be certain that you put your first name and last name in the proper fields. Otherwise, your name will be reversed on the TBI report causing a delay in processing. ALSO be sure to use the same name as you gave on the consent form. Both forms should have your full legal name.

5. Select "Non-DCS Child Care/Adoption Providers" as the "Agency Name".

6. Select "Child-Related Worker (Private)" as the "Applicant Type".

7. The ORI number for Peabody is TNCC19116.

   Please be sure to enter the ORI number correctly so the results will come to Peabody.

8. If the correct ORI number was entered the next screen will reference that "You have selected to be fingerprinted for Peabody College of Vanderbilt University". Click yes/no as appropriate.

9. Select the date, location, and time you wish to be fingerprinted.

   The location on Bransford Avenue is the closest to Vanderbilt.

10. Enter the required "Applicant Information" and click "send information" when complete.

   Please be sure to use your full legal name. This should match the name in your consent form.

11. The next screen will allow you to verify that the information submitted is correct.

   If correct click "go".

12. The next screen is for "Payment Collection". The fee is $42.

   The preferred method is online payment at the time of registration. **DO NOT USE THE "BILLING ACCOUNT" OPTION**. The ONLY form of acceptable payment at the time of your L-1 appointment is in the form of a money order or cashier's check. No other forms of payment are accepted at the fingerprinting locations.

13. Cashier checks, money orders, international money orders or international bank drafts should be made out to "L-1 Enrollment Services".
14. You must have a government issued ID when you go for your appointment. A Vanderbilt ID is not acceptable.

15. Clearance badges are printed automatically for Peabody personnel using the information in your consent form and the YES network and will be sent to the department listed in the consent form.

NON-Peabody personnel should request a badge [here](mailto:bco@vanderbilt.edu).

If you have not received a badge within seven (7) days of your fingerprint date please contact the BCO.

Email questions to [bco@vanderbilt.edu](mailto:bco@vanderbilt.edu)

[FAQs](mailto:faqs@vanderbilt.edu)