



“Providing HOPE while serving with Excellence”

(615) 802-0322; info@homeofpotential.org

BACKGROUND CHECK REGISTRATION

- ☐ Using your computer web browser, go to www.identogo.com and choose Tennessee
- ☐ If you do not have access to the internet, you may call **IdentoGO (855) 226-2937** to schedule an appointment.
- ☐ **Tennessee Enrollment Services – Click on Digital Fingerprinting**
- ☐ **Agency Name** – Health Care – click **GO**
- ☐ **Applicant Type** – Health Services –click **GO**
- ☐ **OR** Health Services Volunteer- no compensation from the agency - click **GO**
- ☐ **ORI Number TN DHS 000Z** click **GO**
- ☐ You have selected to be fingerprinted **is this agency correct? YES or NO**
- ☐ **IdentoGo- Acknowledgement/Release**
- ☐ **Enter a zip code to determine the closest fingerprinting location.** _____ -
click **GO**
- ☐ **Appointment Details** – **Click to schedule**
- ☐ **Applicant Information**- Follow the Instructions

Items marked with an * are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

***** Further questions contact **IdentoGO (855) 226-2937** *****

**Child Care Criminal/Juvenile History & State Registry
Review Disclosure Form****Fingerprint Registration Website & Call Number:** <http://www.identogo.com> 1-855-226-2937**IF YOU FALSIFY INFORMATION ON THIS FORM,
YOU WILL BE SUBJECT TO CRIMINAL PROSECUTION**

Note to Applicant: Failure to answer all of the questions on this form may result in the rejection of your application. Log on to www.identogo.com or call 1-855-226-2937 to register and schedule an appointment to provide your fingerprint sample. Be prepared to provide the information on this form when you register online or by phone. You must bring a valid state or federal photo ID (driver's license, passport, military ID). The fingerprint technician will give you a receipt after you have submitted your fingerprint sample, and you must return this receipt to the Department. The Department must attach the receipt to this form, which must be filed with the Department's staff records.

**DHS ORI #: TN DHS 000Z
TRANSACTION TYPE - DT****Home of Potential and Excellence**

Name of Agency:

38-4014052-100Full Provider ID (FEIN) # (including extension /
suffix):Street Agency Address: **4636 Lebanon Pike #247
Hermitage, TN 37076****Start Date & Position Verification** (information in
this box to be completed by the Agency Director):**Prospective Start Date** / /**Position:**

I acknowledge that the law requires a fingerprint
application to be submitted for this individual and
attest that the information within this box is accurate.

Agency Director Signature **Date****TCN # (from receipt):****Fingerprint Date:** / /**Part 1 Applicant Information:**

Last Name

First Name

Full Middle Name

Please list any other names you have ever used, including
maiden name:

Date of Birth / /

Place of Birth (City, State) ,

Social Security Number - -

Home Address

City County

State Zip Code

Daytime Phone - -

Alternate Phone - -

For Drivers ONLYWill the duties of the person identified in Part 1 include driving for the agency? Yes ☐ No ☐

If yes, please provide the following:

Driver's License # State of

List work history for the last five (5) years. If you need more space, use a separate sheet of paper.

Employer Name	From	To	Your Position
	/ /	/ /	
	/ /	/ /	

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Part 2 Information for Criminal/Juvenile History background check and State Registry Review:

Name	Height	Weight	SSN
			- -
Hair Color	Eye Color	Race	Sex
			<input type="checkbox"/> Male <input type="checkbox"/> Female

Part 3 Additional Questions:

Employment with an adult care agency depends upon the outcome of the criminal/juvenile history background check and state registry reviews. This means that if a criminal or juvenile history background check determines that you have been convicted, or have pled guilty or no contest to certain crimes, or a juvenile court has found that you committed an offense that would be an excludable crime if you were an adult, or if you have certain pending criminal or juvenile charges, or you are indicated on the Department of Children's Services indicated abuse perpetrator Registry, the Department of Health's Vulnerable Persons Registry, the Tennessee Bureau of Investigation's Sexual Offender Registry, you will not be able to be work in, volunteer at, provide substitute services to, reside in, or have any access whatsoever to the agency.

You must answer the following questions even if your records, including juvenile records, were sealed or otherwise cleared or if anyone, including a judge, law enforcement officer, or lawyer, told you that you no longer have a record.

Have you **EVER**:

1. been arrested, cited, or detained by any law enforcement officer (including military police)? Yes ☐ No ☐
2. been charged with committing any crime or offense as a juvenile or an adult? Yes ☐ No ☐
3. been convicted/found to have committed, pled guilty or pled no contest to any crime or juvenile offense? Yes ☐ No ☐
4. been arrested for, charged with, convicted/found to have committed, pled guilty or pled no contest to DUI or DWI? Yes ☐ No ☐
5. been placed in an alternative sentencing or rehabilitative program as a juvenile or an adult (For example: diversion, deferred prosecution, withheld adjudication)? Yes ☐ No ☐
6. received a suspended sentence, been placed on probation, or been paroled? Yes ☐ No ☐
7. been in jail, prison, or a juvenile/youth detention facility? Yes ☐ No ☐
8. been charged with the violation of an order of protection? Yes ☐ No ☐
9. been listed on the TBI sexual offender registry or sexual offender registry in any other state? Yes ☐ No ☐
10. been listed in the TN Department of Health vulnerable persons registry? Yes ☐ No ☐
11. been listed on the TN Department of Children's Services' indicated abuse perpetrator registry for abuse or neglect? Yes ☐ No ☐

You must complete the following table if you answered "YES" to any of the questions in 1 through 11 of Part 3 above: (if you need more space, please use a separate sheet)

What was the criminal charge, juvenile offense, or registry listing?	Date	Location	Outcome or disposition
	/ /		
	/ /		

Please explain any circumstances that should be considered in determining whether to allow you to work in, volunteer at, provide substitute services to, reside in, or have any access whatsoever to the center/agency:

The penalty for falsification of the information required on this form is criminal prosecution and can result in a jail sentence of up to eleven months and twenty-nine (29) days or a fine of up to twenty-five hundred dollars (\$2500), or both.

I certify, under penalty of law, that the information I have provided is complete and accurate. I authorize the release of any adult criminal or juvenile or any abuse registry records, or any information in the records, and any disclosures made in this form, to the Department of Human Services and any or entity it may designate to assist in the review of my criminal/juvenile or abuse registry history.

DHS staff should check the "Forms" section of the intranet to ensure the use of current versions. Forms may not be altered without prior approval.

Applicant Signature

Date

The information on this page serves as written notification that your fingerprints will be used to check the criminal history records of the FBI. If you have a criminal history record, and you wish to complete or challenge the accuracy of the information in the record, please follow the procedures outlined below.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- **You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.**
- **If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.**
- **The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.**
- **If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²**

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).