

FINGERPRINT INFORMATION

Effective January 1, 2000, Tennessee state law requires that all newly hired employees having direct contact with students must submit to a criminal background check. The fingerprint based »background check will be used to check the criminal history records of the Tennessee Bureau Of Investigation (TBI) and the Federal Bureau of Investigation (FBI).

Starting in July, 2013, we were advised by Tennessee Bureau of Investigation (TBI) that fingerprints should be done digitally/electronically.

Service Code: Click on the blue link that says, "Don't know your service code"

Agency ID: - State schools and Colleges

1. Each applicant must call (855)-226-2937 to register and set up an appointment or go on-line www.L1enrollmc!Læm to register and set up appointment. McNairy County Board of Education's OR1# is TN930780Z. (You will be asked for number.)

FINGERPRINTING WILL NOT BE DONE WITHOUT AN APPOINTMENT BEING MADE THRU L1 ENROLLMENT/MORPHO TRUST.

2. Payment being made with Debit or Credit card on phone/on4ine is the best way to pay fee, or a cashier's check or money order for the amount can be taken at the fingerprinting center. Cashier's check or money order will need to be made out to Morpho Trust for the correct amount listed below.

TENNESSEE TAPS FINGERPRINT FEES AND CODES

BD	SCHOOL BUS DRIVERS	\$37.15
CA	SCHOOL CAFETERIA WORKERS	\$37.15
CW	SCHOOL CUSTODIAL WORKERS	\$37.15
ST	SUBSTITUTE TEACHERS	\$37.15
SW	SCHOOL WORKER (OTHER)	\$37.15
SWV	SCHOOL WORKER VOLUNTEER	\$37.15
TE	TEACHERS	\$37.15

FORMER EMPLOYEES

If you have previously had a background check to work for the McNairy County Board of Education and your employment has lapsed in excess of one (1) year, a background check is required.

Privacy Rights Notice of the McNairy County School District

I understand that my fingerprints will be used to check the criminal history records of the FBI.

I have received a written copy of the Privacy Act Statement.

School officials will use the criminal history record to determine the suitability of employment I understand that I may complete or challenge the accuracy of the information in that record.

I understand that the procedures for obtaining change, correction, or update of an FBI criminal history record are set forth in 28 CFR 16.43.

I understand that I should not be denied employment based upon the information in the criminal history check until I have been afforded a reasonable time (five business days) to complete or correct the record or I have declined to do so.

I understand that the criminal history record must solely be used for the stated purpose. Further, the criminal history record will not be used outside the hiring department of the McNairy County School District.

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 employment or a 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.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete Of challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change. correction, or update 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 employment, license, or other benefit based on information in the criminal history record.³

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 Private Compact Council.⁴

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 <https://www.fri.wvlervices/cjis/identity-history-summacy.-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 <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b).

⁴ 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).
