



## Jackson Madison County School System

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**All Volunteers must be able to successfully pass a TBI/FBI Background Check before going into the school. Fingerprinting will be conducted at Workcare Resources Inc., 16 Murray Guard Drive, Jackson, TN 38305.**

### TBI/FBI Fingerprinting Scheduling Instructions

You can register by *calling* IDEMIA at **855-226-2937** Or

Register *online* at [www.identogo.com](http://www.identogo.com) following the instructions below:

- **Get Fingerprinted**
  - State – Tennessee
  - Digital Fingerprinting
  - Schedule a New Appointment
  - Service Code
    - Don't know your Service Code
      - Agency Name
        - State Schools/Colleges
    - Applicant Type
      - School Worker Volunteer
  - ORI Number – **TN930920Z**
    - Jackson Madison County School District (Yes)
  - Acknowledgement –  I Agree
  - Zip Code 38305
    - Select - **Jackson, TN Murray Guard Drive**
      - Schedule – Select Date & Time
  - Enter Applicant Information
- 2. You will be prompted to select payment method. The cost is **\$35.15.**
- 3. Report to ***Workcare Resources Inc., 16 Murray Guard Drive, Jackson, TN 38305*** at the time of your scheduled appointment.
- 4. Background results will be reported to Jackson Madison County School System.
- 5. You will be contacted once the district receives your fingerprinting results to let you meet the requirement to volunteer.

**If you have any questions with the website, please call 855-226-2937.**

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310 North Parkway | Jackson, TN 38305 | 731.664.2500 | fax 731.664.2597

[www.jmcss.org](http://www.jmcss.org) | @JacksonMadisonCountySchools