



Fingerprinting & Background Check Guide

Why Choose Our Fingerprinting Service?

At Tennessee Adoption Home Study Services, we know background checks can feel overwhelming. That's why we offer a simple, all-in-one package for just **\$100 per adult**. This optional service is the easiest way to make sure every required check is handled correctly and on time.

Here's what you get with our service:

- **TBI/FBI Fingerprinting** – Completed through **Identogo**, the state's approved fingerprinting vendor.
- **Additional Background Checks** – Handled by **S2Verify**, a trusted national provider, covering:
 - State checks for any states you've lived in during the past 7 years
 - Countywide criminal searches in each county you've lived in during the past 7 years
- **Flat \$100 Fee** – Covers all processing costs; no hidden charges.
- **No Delays** – Results come directly to us so your home study moves forward smoothly.

Step-by-Step Guide

Step 1: Request the Service

- Let us know you'd like to use our fingerprint/background check package.
- Payment of **\$100 per adult household member** is due at the time of request.

Step 2: Fingerprinting with Identogo

- We'll provide you with instructions and a service code to book your **Identogo appointment**.
- You'll schedule your own appointment at a convenient Identogo location.
- Bring a valid government-issued photo ID (driver's license, passport, or state ID).
- Your fingerprints will be captured electronically and securely submitted to the TBI/FBI.

Step 3: Additional Checks with S2Verify

- Once you're registered, you'll receive a link from **S2Verify** to complete the rest of the process.
- This can be started by **text message** or **email**, whichever you prefer.
- S2Verify will conduct:
 - State-level checks (past 7 years)
 - Countywide criminal searches (past 7 years)

Step 4: Processing & Results

- Identogo submits your fingerprints directly to the TBI/FBI.
- S2Verify processes all other required background checks.
- Results are sent directly to Tennessee Adoption Home Study Services—nothing for you to mail or manage.

Step 5: Confirmation

- We'll notify you once everything is cleared so your home study can move forward without delays.

Helpful Tips

- Avoid using lotion right before your fingerprint appointment (can cause smudging).
- Show up 10–15 minutes early for your Identogo appointment.
- If you've had unreadable fingerprints in the past, let the Identogo technician know so they can take extra care.
- Keep your phone handy—the S2Verify text message comes through quickly and makes the process easy to start.

Cost & Payment

- **\$100 flat fee per adult household member**
- Includes all processing (TBI, FBI, state, and county checks)
- Paid directly to Tennessee Adoption Home Study Services when you request the service

Go to www.identogo.com and click the Blue box in the top righthand corner.



Find an Identogo Center

Enter your Location to find the nearest center.

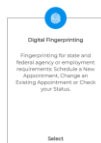
“Find an Identogo Center” enter your zip code.

Zip, city, or state

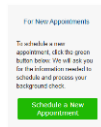
Select the location most convenient to you and select the “Schedule Appointment” button.

Schedule Appointment

Scroll to the bottom of the page and click “Select” in the box labeled “Digital Fingerprinting.”



Select the green box “Schedule a New Appointment in the “For New Appointments”



service code *

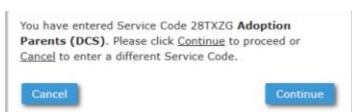
28TXZG

Go

Enter Service Code **28TXZG**

Don't know your Service Code

You should receive the following message – if so select continue



service code *

2STXZG

oca number *

TAHSS

Go

Enter OCA number: **TAHSS**

You should receive the following message – if so select “YES”

You have selected to be fingerprinted for

Tennessee Adoption Home Study Services LLC
Franklin
TN
37068-0308

Is this correct?

no yes

To continue, you will need to Check the box “I AGREE”

IdentoGO

Start Over

English · Español

Tennessee Acknowledgement/Release

IMPORTANT-READ CAREFULLY BEFORE SIGNING
Fingerprint-Based Criminal History Record Request Authorization and Notification Form

By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application/employment/licensing process.

I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly, pursuant to 28 CFR, Sections 16.30-16.34.

I acknowledge that I have been notified of the procedures to challenge the accuracy or completeness of my record, set forth in Title 28 CFR 16.34. I am aware that a copy of these procedures may be downloaded from FBI.gov.

☐ I do NOT agree to the terms and conditions of this background check. By checking this box, the process will be terminated.

☒ I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to the Qualified Entity with which I am employed or am seeking to be employed or to serve as a volunteer. By checking this box, I understand I am electronically signing this document and indicating my agreement with the terms and conditions of the background investigation.

Go

On the next screen, please verify the appointment location and select the desired date and time. Complete all required fields in the application. You will then be prompted to select a method of payment.

As of March 2026, the fee for this service is **\$37.15**.

- Applicants who elect to utilize **Tennessee Adoption Home Study Services’ optional background check package** (at a cost of \$100 per adult household member) will be issued a **coupon code** to cover this fee.
- Applicants who choose to use an alternative service or independently complete the background check will be required to provide payment by credit card.
- Coupon codes are issued **individually**, may be used only once, and are **non-refundable** once applied.

Applicants are responsible for ensuring that the appointment location, date, and time are correct prior to confirmation. Missed or incorrect appointments will result in additional out-of-pocket expenses to reschedule.