

Instructions for Obtaining Security Check for Field Placements for APSU

Follow the simple steps outlined below to complete the fingerprinting process:

1. Using your computer web browser, go to www.identogo.com and choose Tennessee.
2. If you do not have access to the internet, you may call us toll-free at (855) 226-2937 to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps yourself.
3. Pick Tennessee as the State for which you are being fingerprinted & select "Digital Fingerprinting"
 - * Select "Schedule an Appointment" and click "go"
 - *Agency Name: **Non-DCS Child Care/Adoption Providers** and click "go".
 - *Application Type: **Child-Related Worker Volunteer (Private)** and click "go".
 - *ORI number: **TNCC63013** and click "go".
 - *You have selected Austin Peay State University: **Yes**
 - *The zip code for Austin Peay is **37044** if you want a location close to campus. If you want to get fingerprinted closer to where you live or work enter that zip code instead
4. Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map, or enter a zip code to get a list of locations in a specific area. Press "go"
5. Click on the words "Click to Schedule" across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the "Next Week>>" link to display more dates. Once you select the location/date combination, select the time for your appointment and click "go".
6. Complete the demographic information page. Required fields are indicated by a red asterisk (*). **(Please note: the field for "Applicant Employer Information" is not required so you can leave this field blank)** When complete, click "Send Information"
7. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click "Send Information".
8. You are required to pay for your own fingerprinting, so you will be presented with payment options. The cost is \$31.15. Complete your payment process and click "Send Payment Information".
9. Print your confirmation page.
10. Bring approved identification documents with you to the appointment. These approved document options are identified on your confirmation of your appointment.
11. Arrive at the facility at your appointed date and time.
12. The Enrollment Officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
13. You will receive a signed receipt at the end of your fingerprinting session which you will need to save for your instructor.
14. All results will be processed and delivered to the Office of Teacher Education and Partnerships at APSU.

If you have any problems registering contact Allison Stanley at 931-221-7441