

## **GENTRY'S EDUCATIONAL FOUNDATION : Fingerprinting Procedure**

Gentry's Educational Foundation requires a Criminal Background Check (CBC) for all new employees and current employees every five years. This must be cleared before you can begin working. The total cost of the CBC is currently \$38.00, which includes TBI & FBI reports. Gentry's Educational Foundation will reimburse the entire cost, however the applicant will need to pay upon being fingerprinted.

You have **TWO** easy ways to register for fingerprinting! Prepay using VISA, MasterCard, American Express, or Discover online or through phone registration.

**\*PAYMENT BY PERSONAL CHECK OR CASH WILL NOT BE ACCEPTED\***

### **Call Center Registration**

*Available Monday-Friday, 8AM- 4:30PM CST.*

1. Call (855) 226-2937 and speak to an experienced, friendly representative.
2. Be sure to have the **ORI number TNCC94068** handy when calling.
3. Representatives will collect required information and payment, which will complete your registration.  
(Agency- Non DCS Child Care/Adoption Providers)  
(Applicant Type- Child Related Worker (Private))

### **Online Registration**

*Available 24 hours a day, 7 days a week*

Go to [www.identogo.com](http://www.identogo.com) and select "**Get Fingerprinted**" from the top right corner

1. Select Tennessee from the drop menu
2. Select Digital Fingerprinting
3. Select the green box *Schedule a New Appointment*
4. Click on "*Don't know your service code*"
5. Select Agency- Non DCS Child Care/Adoption Providers
6. Select Applicant Type- *Child Related Worker (Private)* if you are getting paid to tutor **or** *Child Related Worker Volunteer (Private)* no compensation from the agency if you are a volunteer for Gentry's.
7. Enter **ORI number TNCC94068**
8. Select YES to proceed if agency name is correct
9. Complete the Acknowledgement/Release
10. Enter zip code to determine closest fingerprinting location
11. Appointment details- Click to Schedule
12. Appointment Information- Follow the instruction  
**Further questions contact Identogo (855) 226-2937**