

School of Education and Psychology

Southern Adventist University

PO Box 370

Collegedale, TN 37315



Fingerprint-based Background Check Procedure

According to State of Tennessee law passed Summer 2007, students entering classrooms as part of course requirements for Teacher Education (or School Counselor Education) must complete finger-printed background checks through the Tennessee Bureau of Investigation (TBI). TBI partners with Cogent Systems for electronic processing.

COGENT FINGERPRINTING LOCATION

UPS STORE, 2288 Gunbarrel Road

Chattanooga, TN 37421

UPS Hours of Operation

8:30-7:00p, M-F

Please follow the steps outlined below:

_____ **Register with COGENT SYSTEMS TAPS (Tennessee Applicant Processing Services)**
(wait overnight for systems to update before proceeding with actual fingerprinting...)

1-877-862-2425 (M-F 8a-6p, EST) (Money order payment only)

OR

www.tennessee.cogentid.com/ (Credit/debit card payment accepted)

_____ Be prepared to provide the personal identification listed below.

_____ The fingerprinting fee is **\$48.00**, to be paid by credit/debit card in advance, or by money order made payable to Cogent Systems and presented at the time of fingerprinting. If advance payment has not been made on-line, **ONLY a MONEY ORDER** (available for purchase at Wal-mart, banks, Post Office, etc.) **will be accepted at the local site.**

_____ Proceed to the fingerprint location. No appointment is necessary (hours of operation: 8:30-7:00p). You must be registered and have made arrangements for payment.

_____ Be prepared to show current photo ID (State or Federal) to the fingerprinting staff.

_____ Fingerprints will be electronically forwarded to TBI and all results of the fingerprint background check will be provided directly to the School of Education and Psychology Office at SAU. After fingerprinting, record your transaction number in case you are required to provide this as proof of printing _____

Be prepared to provide the following information to Cogent:

- Agency ORI:
- Transaction Type: DP
- Payment to be made by: Applicant
- Printing Location: UPS Store #1995, 2288 Gunbarrel Rd., Chattanooga, TN 37421
- Applicant full Legal Name (first, middle, last)
- Date of Birth
- Place of Birth
- Social Security Number
- Sex
- Race
- Eye Color/Hair color
- Height/Weight
- Country of Citizenship
- Driver's License No.
- Applicant Address
- Applicant Phone

(If registering on-line, only boxes in bright yellow need to be completed)