



Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555
Phone: 931-484-6135



Noncriminal Justice Applicant's Privacy Rights

As an applicant, student teacher, practicum student or volunteer who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

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If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at:

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

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THIS PAGE SHOULD BE RETURNED WITH YOUR VOLUNTEER PACKET TO THE SCHOOL

All applicants of Cumberland County School District are required to submit fingerprints for the purpose of a criminal history background check. Your fingerprints will be used to check the criminal history records of the FBI. The Tennessee Bureau of Investigation (TBI) will be conducting the investigation to check the criminal history records of the Federal Bureau of Investigation (FBI). The Cumberland County School District will store the criminal history record information in a locked restricted area which will only be accessible to authorized personnel identified by Director of Schools and Director of Human Resources (HR).

Applicants wishing to receive a copy of the background check must make the request directly to the HR office by providing a valid photo ID. Background checks will not be shared with other outside agencies.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you will then have 30 days after your background check has been completed to have all legal documents submitted to the HR Department. The 30 days includes weekend days but not holidays. If the last day falls on a day that the HR Department is closed, you have until the next business day to submit all legal documents. If documentation is not submitted within 30 days, applicant must be re-printed at their expense before application will be considered.

All applicants are required to pay for the cost of the background check as outlined in the document below.

Acknowledgement of Receipt of Noncriminal Justice Applicant's Privacy Act

I, (please print) _____, do hereby release, hold harmless, and authorize a complete background investigation of any criminal record. I acknowledge the receipt of the noncriminal justice applicant's privacy rights. I understand that this background check may be used to determine which position, if any, I am able to work in for your school district.

I will not hold any person or agency completing this investigation responsible for damages caused by information found as a result of this investigation.

Social Security Number: _____ Date of Birth: _____

Signature: _____ Date: _____

Phone number: _____

Fingerprinting Instructions- Cumberland County Board of Education

To be eligible to work or volunteer at Cumberland County Schools all applicants must satisfactorily pass a criminal background check. The Board assigns to the director of schools the duty to conduct thorough background checks and to advise all applicants that all hiring decisions are contingent upon satisfactory background check results. (CCBOE Policy 5.106)

The cost for the background checks are: Volunteer \$35.15, all other applicants: \$39.15. The fee is to be submitted via credit card at time of registration or by money order at the location selected.

1. If you do not have access to the internet, please call 855-226-2937 to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps online.
2. For Online Scheduling, go to the IdentGo web site at www.identgo.com and choose Tennessee.
3. Choose the Agency Name, Cumberland County Schools. And click "go"
4. Choose Applicant type (teacher, substitute, cafeteria, volunteer, etc.) and click "Go"
5. Enter the ORI number: TN930510Z and click "Go". You have selected to be fingerprinted for Cumberland County BOE, click "yes"
6. 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 and click "Go"
7. Click on the word "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"
8. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click "send Information".
9. Confirm the information. Follow the on-screen directions to make any changes necessary. Once you see the data is correct, click "send Information".
10. You will be presented with payment options (pay with credit card, debit card, or take money order to the location where you get printed) . Complete your payment process and click "Send Payment Information"
11. **Print your confirmation page.**
12. **Bring approved identification documents with you to the appointment.** These approved documents options are identified on your confirmation of your appointment.
13. Arrive at the facility at your appointed date and time.
14. 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.
15. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your HR office for Proof of fingerprinting, if necessary.
16. All results will be process and delivered to your employing or licensing agency for processing by the TBI. The processing site is never in possession of criminal record data results.

All results will be processed and delivered to Cumberland County School District for processing by TBI. IdentGo/Morpho Trust is never in possession of criminal record data results. *For questions, please contact CCBOE at 931-250-8217 Monday through Friday 8:00 a.m. until 4:30 p.m.*