



OAK RIDGE SCHOOLS  
304 NEW YORK AVENUE  
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OAK RIDGE, TN 37831-6588

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*Matthew Bradburn*  
Executive Director of Human  
Resources

## MEMORANDUM

**DATE:** January 22, 2019  
**TO:** All Employees  
**FROM:** Matthew Bradburn, Executive Director <sup>MB</sup>  
**SUBJECT:** CRIMINAL HISTORY RECORDS CHECK

To assure safety for both our students and employees, Oak Ridge Schools, in compliance with TCA 49-5-413, requires criminal history records checks. These checks, done by the HR staff, involve Department of Children's Services (DCS), Tennessee Department of Health Abuse Registry checks, Tennessee Sexual Offender Registry checks, Nat'l Association of State Directors of Teacher Education and Certification (NASDTEC), and the submission of electronic fingerprints to the Federal Bureau of Investigation (FBI). All school system employees must have their fingerprints taken electronically by Identigo.

### Records Check Process

1. Come into the Human Resources office prior to your hire date to fill out the attached application and choose an appointment time.

LOCATIONS AND TIMES		
Farragut Goin' Postal	11519 Kingston Pike	M - F 9 - 6 ; Sa 9 - 2
Harriman UPS Store	1824 Roane State Hwy	M - F 8 - 6 ; Sa 9 - 1
Knoxville (n) UPS Store	6923 Maynardville Pike	M - F 9:00 - 6:00 ; Sat 11:00 - 2:00
Knoxville UPS Store	7450 Chapman Highway	M - F 8:00 - 7:00 ; Sat 9:00 - 4:00
Lenoir City Global Pawn	312 West Broadway	M - F 10 - 6 ; Sa 10 - 3
Maryville Gunny's Range	2208 East Broadway Avenue	M - F 11 - 6 ; Sa 11 - 3
Sevierville Fast Cash Pawn	1874 Country Meadows Drive	M & Th 12 - 4
Tazewell Claiborne Sheriff	415 Straight Creek Rd, Suite 2	M - F 9a - 11:30, 1:15 - 4p

Please visit the website <http://tn.ibtfingerprint.com> if you wish to see more locations or are in need of a map.

2. Human Resources attempts to schedule appointments as soon as possible. **There is no guarantee a specific time will be available. It is your responsibility to call (855) 226-2937 if you need to reschedule the appointment.**
3. At the Identigo site you will be asked to provide a picture identification such as a state-issued driver's license. For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license. In the absence of a new driver's license applicants may provide one or more Secondary Documents including: State Government Issued Certificate of Birth, US Active Duty/Retiree/Reservist Military ED Card (000 10-2), Passport, Social Security Card, Certificate of Citizenship (N560), Certificate of Naturalization (N550), INS I-551 Resident Alien Card Issued since 1997, INS I-688 Temporary Resident Identification Card, or INS I-688B, I-766 Employment Authorization Card.

*You do not need to return the receipt to Human Resources. If you have any problems, please contact the Human Resources Department at (865) 425-9008.*

**Oak Ridge Schools receives Fingerprint Results directly from TBI. Human Resources will contact employees only when information requires follow up.**



TBI/FBI \_\_\_\_\_ H/C \_\_\_\_\_  
Abuse Registry \_\_\_\_\_  
Sex Offender \_\_\_\_\_ NASDTEC \_\_\_\_\_  
DCS \_\_\_\_\_ Email \_\_\_\_\_  
Info Release Form \_\_\_\_\_

## FINGERPRINT APPLICANT INFORMATION

Please print neatly

Job Title \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Name: \_\_\_\_\_  
Last First Middle  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Birthplace: \_\_\_\_\_ Citizenship: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
State Country  
Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*You must bring a Valid State or Federal Photo ID (drivers license, passport, military ID and provide your social security number) to your fingerprint appointment.*

### CIRCLE CODES THAT APPLY

<b>SEX</b>	
Male . . . . .	M
Female . . . . .	F
<b>RACE</b>	
White (Including Latino) . . . . .	W
Black . . . . .	B
Asian/Pacific Isl. . . . .	A
Am. Indian/Alaskan Native . . . . .	I
Unknown . . . . .	U

<b>HAIR COLOR</b>	
Black . . . . .	BLK
Blonde . . . . .	BLN
Blue . . . . .	BLU
Brown . . . . .	BRO
Gray . . . . .	GRY
Green . . . . .	GRN
Orange . . . . .	ONG
Pink . . . . .	PNK
Purple . . . . .	PLE
Red . . . . .	RED
Sandy . . . . .	SDY
White . . . . .	WHI

<b>EYE COLOR</b>	
Blue . . . . .	BLU
Brown . . . . .	BRO
Gray . . . . .	GRY
Green . . . . .	GRN
Hazel . . . . .	HAZ
Maroon . . . . .	MAR
Multicolor . . . . .	MUL
Pink . . . . .	PNK

Preferred location: \_\_\_\_\_ Date \_\_\_\_\_  
Time \_\_\_\_\_

## RETURN THE COMPLETED FORM TO THE HUMAN RESOURCES OFFICE IN PERSON

**OFFICE USE ONLY: Date Entered \_\_\_\_\_ Intls. \_\_\_\_\_**

# CRIMINAL HISTORY BACKGROUND CHECK INFORMATION RELEASE

I do hereby fully agree and consent to the release of all investigative records to Oak Ridge Schools for the purpose of examination and verification of any criminal violation as required by Tennessee Code Annotated.

Finally, I understand that my employment with Oak Ridge Schools may be subject to and contingent upon the results of the criminal history check.

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

	Done	Mailed Copy	Received
TBI/FBI	_____	_____	_____
Abuse Registry	_____	_____	_____
Sex Offender	_____	_____	_____
DCS	_____	Email: _____	_____
TBI Authorization	_____	_____	_____



# Oak Ridge Schools

Return to HR  
HR COPY

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## Background Check Privacy Notice

The Board of Education in compliance with State statute TCA 49-5-413 requires criminal background checks prior to the final employment of any personnel. These results are handled in a manner that protects the applicant's privacy. These obligations are pursuant to the Privacy Act of 1974, Title 5 United States Code Section 552a, and Title 28, Federal Regulations (CFR), Section 50.12.

Your fingerprints will be used to check the criminal history records of the FBI. Any person seeking employment with the Oak Ridge Schools is required to make a full disclosure of any prior criminal record, misdemeanor or felony. Any applicant who knowingly falsifies information regarding a prior conviction of a misdemeanor or felony shall forfeit his/her office (Board Policy 5.106).

Applicants will be granted time to provide Oak Ridge with documentation regarding the final outcome of any and all charges that appear on their background check results. Classified staff members will receive 30 days and educators will receive 60 days to provide the proper documentation. The district reserves the right to limit unsupervised access to children and/or property until such time any challenges to the background check are remedied.

The procedure to request a change, correction or update of an FBI criminal history record should be done through the FBI and those instructions are established in 28 CFR 16.34.

Oak Ridge Schools will only use the background check results for the requested purpose and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.

Your signature below acknowledges that you have received information regarding your FBI background check and understand all your rights in regards to fingerprinting.

\_\_\_\_\_  
Print Name (Full Legal Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Legal Reference:  
TCA 49-5-413

School Board Policy:  
5.106

*Human Resources ♦ 304 New York Avenue ♦ P.O. Box 6588 ♦ Oak Ridge, TN 37831*

**NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

As an applicant 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 notification<sup>1</sup> 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.<sup>2</sup>
- 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.<sup>3</sup>

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.<sup>4</sup>

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. (See 28 CFR 16.30 through 16.34.)

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

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

<sup>3</sup> See 28 CFR 50.12(b).

<sup>4</sup> 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).