



METRO NASHVILLE PUBLIC SCHOOLS

Criminal Background Clearance and Fingerprinting

The Metropolitan Nashville Public Schools system requires a Criminal Background Clearance (CBC) which includes fingerprinting on all new employees, re-hired employees, employees changing classification, substitutes, student teachers, student practicum, volunteers, tutors and vendors.

The CBC must be on file before you start work.

1. To Register for Fingerprinting:

Please call IdentoGO

(855) 226-2937

Monday-Friday, 8:00 am – 4:30 pm CST.

**2. You will be prompted to provide personal information including our
ORI CODE: TN930050Z**

3. **All applicants must choose the Nashville, 2601 Bransford Avenue location to be fingerprinted.**

This is due to additional required information that is only provided at this location.

4. The total cost (\$32.65) of the criminal background check is the responsibility of the applicant. This fee will be due at the time of registration unless using money order or cashier's check, then monies will be due before fingerprinted. The fee is payable by Visa, MasterCard, Discover Card, Money Order, or Cashier's Check. Payment by personal check or cash will not be accepted.