

# Instructions for Fingerprinting Tennessee Applicant Processing Services

Follow the simple steps outlined below to complete the fingerprinting process:

1. Using your computer web browser, go to [www.L1enrollment.com](http://www.L1enrollment.com) and choose Tennessee.
2. If you do not have access to the internet, you may call us toll-free at (855) 226-2937 to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps yourself.
3. Click Online Scheduling and choose the language you wish to use for scheduling (English or Spanish)
4. Enter your first and last name and click “go”
5. Choose the proper employing or licensing agency as your Agency Name and click “go”.  
**STATE SCHOOL**
6. Choose the proper Applicant Type and click “go”.
7. Enter your ORI, OCA, or other identifying numbers required by your employing or licensing agency clicking “go” after each. **TN931370Z**
8. 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. Press “go”
9. Click on the words “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”.
10. Complete the demographic information page. Required fields are indicated by a red asterisk (\*). When complete, click “Send Information”
11. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click “Send Information”.
12. If you are required to pay for your own fingerprinting, then you will be presented with payment options. Complete your payment process and click “Send Payment Information ”. **\$38.00**
13. Print your confirmation page.
14. Bring approved identification documents with you to the appointment. These approved document options are identified on your confirmation of your appointment.
15. Arrive at the facility at your appointed date and time.
16. 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.
17. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed.
18. All results will be processed and delivered to your employing or licensing agency for processing by the TBI. L-1 is never in possession of criminal record data results.

# FINGERPRINTING INSTRUCTIONS

## HENDERSON COUNTY BOARD OF EDUCATION

ALL EMPLOYEES MUST COMPLETE, UNLESS NOTARIZED RESULTS WITHIN THE LAST YEAR ARE PROVIDED

**\*\*COST (\$48) IS THE RESPONSIBILITY OF THE APPLICANT\*\***

1. [www.L1enrollment](http://www.L1enrollment)

2. Schedule an appointment

3. For Agency, choose State Schools/Colleges

### Application Details

Select your agency or program from the list below.

A screenshot of a web form showing a dropdown menu. The menu is open, displaying a list of agencies and programs. The text "Name" is visible to the left of the dropdown. The list includes: "-- Please choose an item from the list. --", "-- Please choose an item from the list. --", Department of Human Services, Department of Children's Services, Non-DCS Child Care/Adoption Providers, State Schools/Colleges, Department of Intellectual and Developmental Disabilities, Department of Mental Health, Department of Health Licensure and Regulation, Department of Commerce and Insurance, Health Care, Department of Safety, Department of Transportation, Tennessee Supreme Court, and Other. An arrow points from the instruction "For Agency, choose State Schools/Colleges" to the "State Schools/Colleges" option in the list.

4. Choose the appropriate application type. Nurses will choose School Worker, other.

### Application Details

Select the type of your application from the list below.

A screenshot of a web form showing a dropdown menu. The menu is open, displaying a list of application types. The text "Type" is visible to the left of the dropdown. The list includes: "-- Please choose an item from the list. --", "-- Please choose an item from the list. --", Teachers, Bus Drivers, Custodial Workers, Substitute Teachers, School Worker, Other, School Worker Volunteer, Cafeteria Workers, and Post Secondary/Higher Education. The text "ions with" is visible to the left of the dropdown, and "rollm" is visible to the right.

5. When prompted for an ORI number, type in: **TN931370Z**

6. After entering the remaining information, you will be prompted to pay. You can either pay via credit card/debit card or take a money order with you to your appointment. Ensure the money order is made out to L-1 Identity Solutions.
7. Remember, this must be done before a paycheck can be received.

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## Payment Collection

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Your total is \$48.00. Please choose a payment method below.

1) Method of Payment

Money Order (pay onsite)

2) A Money Order or Cashier's Check payable to L-1 Identity Solutions will be accepted onsite for the exact amount.

3) Referral Code - [What is this?](#)

4)

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8. After your session, return the signed receipt to the **Finance Office** for proof of fingerprinting. This can be [emailed: jenniferfsmire@hendersoncountytn.com](mailto:jenniferfsmire@hendersoncountytn.com) or mailed: 170 Justice Center Drive, Lexington, TN 38351