



Please fill out form and **RETURN** to the HR Dept. at the Board of Education for registration. You **MUST** have your prints done after you have completed your in-processing.
(The \$48 fee will be taken from your first 2 payroll checks in 2 installments).

You **must** be fingerprinted on the day scheduled to you during your in-processing.

Fingerprints will be made at Integrity International Security
211 University Avenue 931-647-5384

You must bring picture ID.

Agency (CMCSS) **ORI number is TN930300Z**

Specify what type of Position/Transaction from list below: _____
Teacher-TE Custodian-CW Bus Driver – BD Cafeteria – CA
School Worker-SW (includes aides, nurses, anything not listed above)

Last Name _____ First Name _____ Middle _____

Date of Birth _____ **State** you were born in _____
month/day/year

Social Sec. # _____ Sex _____ Race _____

Eye Color _____ Hair Color _____ Height _____ Weight _____

License Number _____ State of Drivers License _____

Country of Citizenship _____

Address _____ Phone Number _____

City _____ State _____ ZIP _____

***Fingerprints are transmitted to Tennessee Bureau of Investigation
“TAPS” for results.***

Contact at CMCSS: Ingrid Schulz, Human Resources Dept. 931-920-7914

Directions for fingerprinting

CMCSS Fingerprints will be made at
Integrity International Security
211 University Ave.
931-647-5384.

Hours of Operation 8:30 to 4:30 Monday thru Friday

(The \$48 fee will be taken from your first 2 payroll checks in 2 installments)
You must be fingerprinted once your in-processing is complete.

**It's Necessary that you are printed on the day
given to you during your in-processing.
You will need to bring picture ID**

**PLEASE HAVE YOUR PRINTS
COMPLETED ON THE DAY ASSIGNED
TO YOU AFTER YOU HAVE BEEN
PROCESSED.**

**Information is transmitted to Tennessee Bureau of
Investigation, "TAPS" for results.**

**If you encounter problems with fingerprinting please
Contact: Ingrid Schulz, H. R. Dept. CMCSS
931-920-7914**