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If you identify information that is outdated, please notify us at CHC@cns.gov.

Tennessee is an open records state.
Some form of criminal history information is open to the public in “open records” states. In “closed records” states, access to criminal history information is not generally available to the public, but is available to authorized entities (e.g. law enforcement agencies).

Contact Information
Tennessee Bureau of Investigation
http://www.tn.gov/tbi/article/background-checks
Phone: 615-744-4057

State Checks
General Information on State Checks:

- While two options for types of state checks are listed below, name-based and fingerprint-based, only one type of state check is required. CNCS does not recommend one of these checks over the other. Either the name-based state check or the fingerprint-based state check is acceptable.
- Please note that to be in compliance with CNCS requirements, recipients may have to conduct checks in up to two states: the state of service/work check on individuals in covered positions, as well as a state of residence check (i.e. if the state of residence is different from the state of service/work at the time of application).

Name-Based State Checks
Available from: Tennessee Bureau of Investigation

What is released: If no record found: “no record in the state of Tennessee.” If a record is found, a rap sheet will be attached to the letter that includes charge or charges, the arresting agency, and the date. It may include the disposition, depending on the information the state repository has received from the court.

Cost: $29.00

How long does it take to obtain results? Typically 24 hours

Additional notes:
- TBI allows the general public to obtain a Tennessee adult criminal history on any individual.
- The name-based check process may be completed online or by mail.
- Link to the online request form: https://tbibackgrounds.tbi.tn.gov/Toris/
- Link to mail-in form and information: http://www.tn.gov/assets/entities/tbi/attachments-Mail-In%20Form%20%20Information.pdf
- Name checks in Tennessee fall under the Tennessee Open Records Information Services (TORIS) unit.
- Name, race, sex, date of birth, social security number, and current address are needed for requesting a name-based check.

**Fingerprint-Based State Checks**

**Available from:** Tennessee Bureau of Investigation, only for volunteers serving with organizations that serve children, the elderly, and vulnerable populations. All other fingerprint requests will need to go through the FBI.

**What is released:** If no record found: “no record in the state of Tennessee.” If a record is found, a rap sheet will be attached to the letter that includes charge or charges, the arresting agency, and the date. It may include the disposition, depending on the information the state repository has received from the court.

**Cost:** $44.00 with electronic submission for volunteers; $36.00 with manual submission for volunteers

**How long does it take to obtain results?** Normally within seven business days, but it can take longer if a record is found and depending on how extensive the record is.

**Available to:** Organizations that serve children, the elderly, and vulnerable populations may request fingerprint-based comprehensive criminal histories. A list of qualified organization is located here: http://www.tn.gov/assets/entities/tbi/attachments-Qualified%20Organizations%20List.pdf

**Additional notes:** Fingerprint-based checks fall under the Tennessee Applicant Processing Services (TAPS) unit. There are multiple places where applicants can be fingerprinted. The State of Tennessee uses the Vendor IdentoGO: https://www.identogo.com/

**Approved Alternative Repositories**

State repositories are institutions that house and maintain the arrest and disposition (or outcome) information for cases handled in that state. Each state has a central repository, and CNCS has designated one in each state that grantees must use. In some cases, generally when a different institution is able to provide information that is equivalent to what is provided by the state repository, CNCS may designate them as an Approved Alternative Repository.

None at this time.

**FBI Checks**

**FBI Check Guidance:** http://www.nationalservice.gov/FBIGuidance

**State Repository Provides FBI Checks:** Yes

**Available to:** Organizations that serve children, the elderly, and vulnerable populations. A list of qualified organization is located here: http://www.tn.gov/assets/entities/tbi/attachments-Qualified%20Organizations%20List.pdf

For a federal check, Tennessee refers to the FBI’s CJIS office (304-625-5590).

**CNCS FBI Channeler:** Organizations that cannot successfully use the state repository for FBI checks may use CNCS’s FBI-approved Channeler, Fieldprint, for FBI checks.

**Cost:** The cost for one FBI check through Fieldprint is $27.50.
How long does it take to receive results? The majority of checks conducted electronically take no more than two business days from the date the fingerprints are captured. If an applicant does not live near a Fieldprint livescan location and fingerprints must be taken manually and mailed, it will take longer to receive the results. See the Fieldprint Guide and FAQ (linked below) for more information.

More information:
- Fieldprint website: http://www.fieldprintcnscs.com/

NSOPW (National Sex Offender Public Website) Check

A required component of the NSCHC is a nationwide check of NSOPW.gov before an individual begins work or service in a covered position. Please note that a compliant nationwide NSOPW check must include reports from all states, territories, and tribes. If any state, territory, or tribe is unavailable at the time the NSOPW check is conducted, you must either run a nationwide NSOPW check again through NSOPW.gov and ensure that all entities are reporting, or run a separate check for each entity that is not reporting through the state sex offender registry website.

Please note that a check of a single state’s sex offender registry alone is not sufficient to meet the requirements of the nationwide NSOPW check requirement. The information provided in the State Sex Offender Registry Information section is for reference purposes only in the event that a single state sex offender registry check is necessary to supplement an incomplete nationwide NSOPW check.

State Sex Offender Registry Information
Tennessee Sex Offender Registry: https://www.tn.gov/tbi/section/tennessee-sex-offender-registry

Individuals Requesting Criminal History Records (versus Organizations)
1. Please complete Tennessee’s Open Records Information Services link here. The background check can be completed online.
2. You must complete your requestor’s information (your supervisor’s information) in order to submit your personal information.
3. You must pay the $29.00 fee by credit card on the third page.
4. You will receive the results within 24 hours.
5. Bring sealed results to program to ensure chain of custody.