



# Robertson County Adult High School

## FINGERPRINTING PROCEDURES FOR THE BACKGROUND CHECK

Please complete the following steps to complete your fingerprinting appointment for Robertson County Schools.

1. Complete the attached TAPS form. This form will assure that you have all of the information needed to set up an appointment. Skipping this step could cause your session to time out during the process.
2. Visit the website at: <https://tn.ibtfingerprint.com>
3. Choose "Schedule a New Appointment"
4. Choose "Don't Know Service Code"
5. Agency Name:
  - From drop down box, choose "State Schools/Colleges"
  - Click "GO"
6. Applicant Type:
  - From drop down box, Certified employees choose "teachers", and classified employees choose "School Worker, Other"
7. Enter the ORI#: TN930690Z  
Then Click "Submit"
8. Box will appear that states "You have selected to be fingerprinted for Robertson County Schools. Is this correct?"  
Choose "Yes"
9. Acknowledge/Request
  - Please read
  - If proceeding with background check, click the box "I agree and affirm that I..", then click "GO"
10. Enter your Zip Code and click "GO"
11. Choose your location and date, then click "Schedule"
12. Choose a time and click "Continue"
13. Box will come up about applicant demographic information, Click "Continue"
14. Enter this information from your TAPS form. **Anything with a red star must be filled in to continue.**
15. Click "Submit"
16. Payment Collection- Choose "Credit Card" OR "Certified Check or Money Order", then click "GO"
17. Box will come up that states "Please remember to bring your payment with you..."  
Click "Continue"
18. Registration Complete- You will have a registration completed form pull up with your name at the top. Please print or save this form to take with you to your appointment.