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Application Process for Position with Hardin County Schools

1. Effective January 1, 2000, Tennessee state law requires that all newly hired employees having direct contact with students must submit to a criminal history background check.
2. After the criminal history background check is completed and acceptable, the application for a position with Hardin County Schools will be approved for potential employment.
3. The UPS Store, located at 245 Wayne Rd, Suite A, Savannah, Tennessee, is the approved fingerprint location. You may call them at 925-6877 with further questions. Note: you MUST schedule an appointment to be fingerprinted.

Tennessee Taps Fingerprint Fees and Codes

BD	School Bus Drivers	\$35.15 (previously \$32.65)
CA	School Cafeteria Workers	\$35.15 (previously \$32.65)
CW	School Custodial Workers	\$35.15 (previously \$32.65)
ST	Substitute Teachers	\$35.15 (previously \$32.65)
SW	School Worker Other	\$35.15 (previously \$32.65)
TE	Teachers	\$35.15 (previously \$32.65)

The UPS Store
245 Wayne Road
Suite A
Savannah, TN 38372
Phone: (731) 925-6877
Fax: (731) 925-5170
Email: store6516@theupsstore.com
Hours: M-F 8 am – 5:30 pm
Sat. 9 am – 1:30 pm

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.identogo.com and choose Tennessee under “Search for Services by State.” Click “Go.”
2. If you do not have access to the internet, you may call (844) 321-2124 to schedule an appointment. If you call you will be asked the following questions instead of completing these steps yourself.
3. Click **Digital Fingerprinting**
4. Choose “Schedule a New Appointment.”
5. Under agency ID, choose “State Schools/Colleges.” Click “Go.
6. Choose the proper title under “applicant type.” (Note: if you are applying for multiple position categories, you can choose either type.) Click “Go.”
7. Enter the ORI number for Hardin County Schools: **TN931320Z**; click “Go.” Make sure “Hardin County Board of Education” is listed, then click “yes.”
8. Read the displayed agreement, then click “AGREE.”
9. Enter 38372 or your current zip code and click to display fingerprinting locations.
10. To choose the UPS Store in Savannah, look for the “Savannah-Wayne Road” location in the left column. Look at the available dates, and click “Schedule” under desired fingerprinting date.
11. Choose a time on the available times list, then click “Continue.”
12. Fill out all blanks with a red asterisk (*) next to them. When form is filled with correct answers, click “Submit.”
13. Double-check all information entered. If everything is correct, click “Go.”
14. Choose a method of payment. You must either pre-pay using an online check or credit card OR pay at your appointment with a money order or cashier’s check.
15. Complete the payment process using your preferred method of payment.