

Foster Parent/Staff Fingerprint Background Check Registration Instructions



Foster parents/Staff can schedule a fingerprint background check by following the online registration steps below or calling 1-855-226-2937.

- STEP 1:** Go to tn.ibtfingerprint.com. Click "Schedule a New Appointment."
- STEP 2:** Click on "Don't Know Your Service Code."
- STEP 3:** In the agency ID dropdown, select "Department of Children's Services" and click "Go."
- STEP 4:** In the applicant type dropdown, select "Kinship/Foster Care" and click "Go."
- STEP 5:** In the OCA number box, enter "AGN" (all caps) and click "Go."
- STEP 6:** A pop up box will appear, saying "You have selected to be fingerprinted for AGAPE Nashville TN 37204. Is this correct?" Click "Yes."
- STEP 7:** Read the Fingerprint-Based Criminal History Record Request Authorization and Notification Form. Click the "I AGREE" checkbox if you consent to the background check. Click "Go."
- STEP 8:** Enter a zip code to determine the closest fingerprinting location. Click "Go."
- STEP 9:** Select the location, date, and time of when you would like to schedule your appointment to be fingerprinted. Click "continue."
- STEP 10:** Proceed to fill out the required application information fields, review your information, and select your payment type. **(You will pay onsite at your appointment. You MUST retain your receipt and submit it to us to file per DCS policy. You will be reimbursed.)**
- STEP 11:** Once you have completed the online scheduling you can save or print a copy of the registration.

Results will be submitted to AGAPE once your fingerprint background check is cleared.