

Background Clearance Checklist

You may save this form to your desktop and use it there and/or use it as a printed form for your files.
The checklist is designed to function as a user friendly aid in arranging your Background Clearance.

Clearance is only complete when a signed consent form, is on file in the BCO, and a fingerprint response from TBI is received and approved by the BCO committee.

1. I have read the Peabody Background Clearance [Policy](#).
2. I have completed and submitted my Background Consent/FERPA [form](#).
3. I have registered online with Identogo Identity Solutions, (date: _____ time: _____)
4. I have paid at time of online registration, (if "yes" jump to question 6)
5. I have purchased money order/cashier [check](#) to take with me to my appointment.

Shuttles are operated in the FALL semester ONLY.

6. I scheduled my shuttle [transportation](#).

My scheduled appointment is: date: _____ time: _____

You must have acceptable identification with you at your fingerprinting appointment. For information on acceptable forms of identification look [here](#).

Shuttles leave from the Wyatt Center parking lot 90. [Map](#)

Information on Badges:

1. Badges are printed automatically for Peabody faculty and students.
2. Non-Peabody faculty and students MUST [request](#) a badge.
3. If you have not received your badge within seven (7) days of fingerprinting date or requested date please contact the [BCO](#).
4. Badges are printed free the first print and one replacement badge is free. Additional replacement badges are \$15 each. This fee is charged to the student account. Additional replacement badges for non-students must be paid for at the time of pickup.

Full badging information may be found [here](#).

NOTE:

Clearance is **NOT** automatic. Clearance is only complete when a signed consent form is on file in the BCO, **and** a fingerprint response from TBI is received and cleared by the BCO committee.

Clearance is confirmed by distribution of the requested badge or by requesting confirmation.

NOTE:

IF YOU are contacted by the BCO office when there is a need for additional information.

Please respond ASAP as the information is important to completing your background clearance!