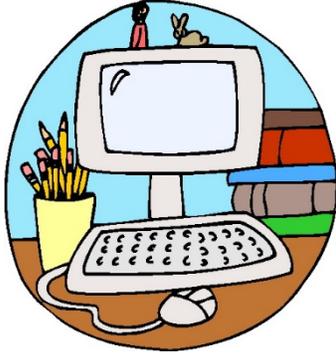


Murfreesboro City Schools

Federal law requires Murfreesboro City Schools to receive fingerprint results through TBI/FBI for the position you are seeking. Fingerprint results must be on file with HR before you can start working.

**Murfreesboro City Schools pays for fingerprinting appointments for all employees.
DO NOT PAY FOR YOUR OWN APPOINTMENT.**

Please use one of the options below to schedule your fingerprinting appointment.



Scheduling Online (Recommended)

1. Go to <https://tn.ibtfingerprint.com/>
2. Click **Schedule a New Appointment** in the green box.
3. Enter Service Code **28TYKR**, then Go.
4. Click continue to confirm you are being fingerprinted as **School Worker-Volunteer**.
5. Enter the following ORI number: **TN930620Z**
6. Confirm that the appointment is for Murfreesboro City Schools
7. Read the Request Authorization and check the box that says I AGREE. Click Go.
8. Enter your zip code.
9. Choose the location, day, and time of your appointment. Once you have made a selection, click Go under the time you have chosen.
10. Enter in all required information (red asterisk) then click **Submit** located at the bottom of the page.
11. Double check your information, then click **Go** in the green bar if everything is correct.
12. For payment information, choose **Coupon Code**.
13. You will be required to provide your coupon code at your appointment. Your coupon code is located at the **BOTTOM** of this page.
14. Your confirmation page will appear, which contains the date, time, and address of your appointment. *We recommend printing or saving this page for future reference if needed.*



Scheduling via Phone

1. Call Morphotrust/IdentoGo at **(855) 226-2937**, M-F 8:00 am – 4:30 pm CST.
2. Follow the prompts to register for an appointment.
3. Make sure you mention that you have a Billing Account code and you will **NOT** be paying for it yourself.
4. You will need the Service Code (above), ORI Number (above), and Coupon Code (below)

YOUR COUPON CODE FOR YOUR APPOINTMENT IS:
