

Instructions for Submitting National Background Check to DIDD

As part of the requirements for your New Provider Application for Long Term Services-Part 1 Initial Screening Questionnaire (Question #8), you will be asked to submit proof that a National Criminal Background Check has been completed. You should follow the instructions below to accomplish this task.

1. Go to the website www.indentogo.com
2. You will then see a map of the U.S.; click on the state of Tennessee.
3. Next click on the Online Scheduling tab that you will see below the sentence "Let's get started!"
4. On the next screen, click on "Follow this link to continue in English."
5. On the Welcome Screen, you will enter your first and last names in the appropriate boxes.
6. Locate the drop down box on the "Application Details" page, and click on **Department of Intellectual and Developmental Disabilities**. Then click GO.
7. In the drop down box labeled Applicant Type, you will click on **DIDD Employee**. Click GO.
8. On the Appointment Details page, you will type in your zip code to determine the closest fingerprinting location to you. Click GO.
9. The next screen will inform you of the locations where you can obtain fingerprinting services. Locate the day that you want to go, click on the "click to schedule" line, and choose the appointment time that suits your individual needs. Click GO.
10. You will then complete the Applicant Information page by following the online instructions. When you are finished click "send information."
11. The remaining screens involve your payment process which contains self-explanatory instructions.
12. You will then print out the confirmation for your fingerprinting appointment which you should take with you the day of your appointment.
13. Your results are tagged to arrive at our DIDD office so this part of your Screening Questionnaire is now finished.

Note: The above information is a resource. The national background check may be obtained from any licensed investigative individual or licensed investigative agency or Federal Bureau of Investigation.