

COGENT SYSTEMS IDENTITY VERIFICATION PROCEDURES

1. Cogent Systems requires current, valid and unexpired picture identification documents. As a primary form of picture identification, a state-issued driver's license may be presented by an applicant when being fingerprinted.
2. In the absence of a new driver's license applicants may provide one or more **Secondary Documents** including:
 - State Government Issued Certificate of Birth
 - U. S. Active Duty/Retiree/Reservist Military Card (000 10-2)
 - U. S. Passport
 - Social Security Card
 - Certificate of Citizenship (N560)
 - Certificate of Naturalization (N550)
 - INS I-551 Resident Alien Card Issued since 1997
 - INS I-688 Temporary resident Identification Card
 - INS I-688B, I-766 Employment Authorization Card

Secondary Documentation may be supported by at least two of the following:

- Utility Bill (Address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement

APPLICANTS MUST FOLLOW THE FOLLOWING PROCEDURES

1. Know your ORI Number. (We have provided this on the attached form.)
2. For faster service, register online (at www.tennessee.cogentid.com). Once registered you will receive a registration confirmation number.
3. Prepay your fingerprint service (www.tnprints.com).
4. Proceed to the fingerprint location of your choice. No appointment is necessary. **You must be registered and have made arrangements for payment.**
5. At the fingerprint service site the **Applicant** must provide valid State or Federal government issued identification, and submit a set of fingerprints.
6. Fingerprints will be electronically forwarded to the Tennessee Bureau of Investigation and all results of the fingerprint background check will be provided to the **Agency** (Shelby County Schools).

**** YOU DO NOT NEED TO CONTACT COGENT SYSTEMS REGARDING YOUR BACKGROUND CHECK UNTIL AFTER YOUR INTERVIEW AND YOU ARE INSTRUCTED TO DO SO BY THE INTERVIEWER.**

Locations

Range USA
2770 Whitten Road
Memphis, TN 38133
213-4774

Memphis City Schools
1364 Farmville Road
Memphis, TN 38112
416-5383

The UPS Store
1779 Kirby Pkwy #1
Germantown, TN 38138
624-7538

Security Academy
3463 Lamar Ave
Memphis, TN 38118
542-3479

Tues 11am-7pm

M-F 9am-3pm

M-F 9am-5:30pm
Sat 10am-3pm

Tues-Sat 10am-5pm

When you have paid for your fingerprints and have a confirmation number call "Ann Hale" at 321-2647 (or e-mail – ahale@scsk12.org) and give her the confirmation number.

www.cogentsystems.com



COGENT  SYSTEMS

TAPS Applicant Information Form

Complete this form then go online at www.tennessee.cogentid.com to register
Payments may be made at www.tnprints.com

Agency Name _____	Agency ORI	TN930880Z
Last Name _____	First Name _____	Middle Name _____
Date of Birth _____	Place of Birth _____	Sex <input type="checkbox"/> M <input type="checkbox"/> F
Race _____	County of Citizenship _____	SSN _____
Eye Color _____	Hair Color _____	Height _____
Applicant Address _____		
City _____	State _____	Phone _____
Type of Transaction	<u>PART-TIME/NON-FACULTY</u> <u>COACH/SPONSOR/VOLUNTEER</u>	Prepaid to Dept. of Safety? <input type="checkbox"/> Y <input type="checkbox"/> N
Payment To Be Made By	<input type="checkbox"/> Agency	<input checked="" type="checkbox"/> Applicant
Originating Agency Case Number _____	USE FOR DCS & BUREAU OF SAFETY GUN PERMITS	
Agency Provider Number _____	USE FOR DHS	Agency Provider Suffix _____ USE FOR DHS
Does the Applicant transport children, adults, handicapped, or hazardous material? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N		
License Number _____	License State _____	
Employer Name	Shelby County Schools	
Employer Address	160 S. Hollywood	
City	Memphis	State TN Zip 38112
Hire Date _____		

You will need the TBI and FBI Background Check.