



BILL HASLAM
Governor

TENNESSEE BUREAU OF INVESTIGATION

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MARK GWYN
Director

MEMORANDUM

DATE: July 26, 2011

\$50.00

TO: Agencies with TNCC ORI numbers

FROM: Ronan Harmon, Supervisor
Applicant Processing Unit

[ORI #TNCC 90008]

SUBJECT: Vendor Change for Fingerprint Based Background Checks
Registration Information: **Non-DCS Child Care Providers**

On June 20, 2011, a letter was sent to all agencies informing of the upcoming vendor change to L-1, effective August 1, 2011. There are two easy ways to register for fingerprint processing with L-1 Enrollment Services:

1) On-line Registration: Go to www.L1enrollment.com and choose TN on the map. Click Online Scheduling and choose English. Enter first and last name. Choose **(Non-DCS Child Care/Adoption Providers)** for your Agency Name. Choose appropriate Applicant Type. Enter your ORI number and then go from there to schedule an appointment for fingerprinting, should be fairly straight forward.

2) Call Center Registration: Available Monday-Friday, 8am-4:30pm CST. When you call **855-226-2937** and speak to a representative, be sure to have your Agency Information **(Non-DCS Child Care/Adoption Providers)** and your TNCC ORI number handy. Representatives will collect required information and complete your registration.

If you have any questions regarding this notice, please feel free to contact me at (615) 744-4004.



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