

Tennessee Applicant Processing Services Cogent Systems

APPLICANT APPOINTMENT GUIDE

The position you are applying for requires you to undergo a fingerprint based background check. To register, follow the steps below:

- Call the toll-free number, 1-877-862-2425. Or you may register on line at www.tennessee.cogentid.com/index.html.
- The operator will ask you for your identifying information requested on the TAPS Applicant Information Form. Please have this information ready.
- You will be asked for the agency's ORI number. Jefferson County Schools' ORI number is: TN930600Z.
- Cost of the criminal background check is \$48. Payment may be made by **money order only** at the fingerprint location or you may pre-pay with a credit card by calling 1-800-964-7690. If you pre-pay by credit card, please allow 24 hours after you pre-pay before going to the fingerprint location.
- You must bring a Valid State or Federal Photo ID (driver's license, passport, military ID) to the fingerprint location.

FINGERPRINT LOCATIONS

The UPS Store #5304
6923 Maynardville Hwy
Knoxville, TN 37918
M-F 9A to 6P, Sat 11A to 2P
Phone 865.922.3946

Department of Children's Services
613 W. Hwy. 11E, Suite 1
New Market, TN 37820
Thur. 10A to 3P
Phone 865.475.0722

Atwork Personnel Service
7212 Kingston Pike, Suite 108
Knoxville, TN 37919
Hours of Operations
Mon – Fri 8:30A – 4:00P (Closed Fri
from 12:00 – 2:00P)
Telephone Number 865-212-3853

Central Services
2450 S. Cumberland St.
Morristown, TN 37813
W 10A to 2:45P

Sevier County Schools
226 Cedar St.
Sevierville, TN 37862
M 10A to 3P
865.453.4671

TAPS Applicant Information Form

Complete this form then call to register at 877-862-2425 or register on line at
www.tennessee.cogentid.com/index.html

Agency Name: **Jefferson County Schools** Agency ORI: **TN930600Z**

Last Name: _____ First Name: _____ Middle Name: _____

Date of Birth: _____ Place of Birth: _____

Sex: M F Race: _____ County of: _____

Citizenship: _____ SSN: _____

Eye Color: _____ Hair Color: _____ Height: _____

Applicant Address: _____

City State, Zip: _____

Phone: _____

Does the Applicant transport children, adults, handicapped, or hazardous material? Y N

License Number: _____ License State: _____

Employer Name: Jefferson County Schools
Employer Address: PO Box 190, 1221 Gay St.
City State Zip: Dandridge, TN 37725