



## Fingerprinting Information

### Completing your fingerprint based background check through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation

Both the State of Tennessee Department of Children Services and the Hague Convention requires that a fingerprint based criminal background check through the TBI/ FBI be conducted on adoptive parents. The status of this background check is needed to complete your home study. TBI has partnered with Cogent Systems to provide fingerprinting electronically. Every person in your household over the age of 18 must be fingerprinted. Please follow the steps below. The fingerprint check does not replace the local criminal background check that is done by your local police or sheriff's department

For International Adoptive Applicants- Though it seems excessive, international adoptive families are required to be fingerprinted twice. Since USCIS has no way of letting agencies know the results of your fingerprint checks and since agencies are required to have written verification of the results of the fingerprint check from the FBI, we require that you be fingerprinted through Cogent Technologies as part of the home study process.

### Directions

- Step 1: Turn in Adoptive Parent Application – please add an additional \$48 to your home study fee for every person over 18 needing to be fingerprinted.
- Step 2: Harmony Adoptions staff enters your information into the Cogent Web system when you turn your application packet in to Harmony Adoptions. Please call Debbie Blair at (865) 982-5225 before you go to get fingerprinted to insure that you have been entered into the Cogent System. She can provide you with a confirmation number.
- Step 3: Applicants may be fingerprinted the next day during working hours of the site. No appointment is required but it is wise to phone ahead to make sure that there is someone onsite to do the fingerprinting. To find a site closest to you go to the Cogent website at: [http://www.tennessee.cogentid.com/TN\\_MAP/TN\\_Map.html](http://www.tennessee.cogentid.com/TN_MAP/TN_Map.html) or call Harmony at the numbers below for a site close to you. You must bring a photo ID, such as a driver's license, passport, military ID, and social security number in order to be fingerprinted.
- Step 4: Harmony will receive notification of your clearance through the mail.

Please call Debbie Blair at (865) 982-5225 if you have any questions regarding this process.