

### Applicants Living Outside the State of Tennessee

\*\*\* All applicants living outside the State of Tennessee applying for initial licensure (not renewal or reinstatement) have the **option** to either submit a fingerprint card to the TBI or travel to Tennessee and have an electronic scan performed by L-1 Identity Solutions, the selected vendor for the State of Tennessee as of August 1, 2011. Check the website: <http://health.state.tn.us/providers.htm> to find the contact information for each Board to request a fingerprint card. *Current processing time is 4-6 weeks, which starts when received at TBI Headquarters.* Prints rejected due to poor quality could extend processing time.

- Fill out the fingerprint card legibly. Boxes requesting date of birth, place of birth, sex, race, height, weight, eyes and hair **must be completed**. Have your prints completed at a local police department or sheriff's office. *Prints must be rolled nail to nail by a qualified technician.*
- Write in the name and address of your licensing board in the box requesting employer and address.

(Name of Board, 227 French Landing, 3rd Floor, Suite 300, Heritage Place Metro Center, Nashville, TN 37243)

- Box requesting reason fingerprinted – **BH-DEPARTMENT OF HEALTH TCA 63-1-116** (required for processing)
- Box requesting OCA # (refer to OCA link for your profession code #)
- Forward your completed fingerprint card and a ***non-refundable money order or cashier check for \$60.00*** to:

TBI – Records & Identification Unit  
Applicant Processing  
901 R.S. Gass Boulevard  
Nashville, TN 37216-2639

- In all cases where an applicant's fingerprint card(s) are rejected 2 or more times, the applicant shall be required to come to the State of Tennessee and submit a TBI/FBI fingerprint **scan** through the State of Tennessee's approved vendor or its equivalent as determined by the board.

### **PLEASE DO NOT BEND OR FOLD THE FINGERPRINT CARD**

Applicants may be fingerprinted prior to submitting their application. A current residence address must be printed in the appropriate box on the fingerprint card.

\*\*\*If an out of state applicant chooses to travel to Tennessee and have an electronic scan performed at one of the approved L-1 Identity Solutions sites, please refer to the instructions for **Applicants Living in the State of Tennessee.**