

POLICY STATEMENT  
TENNESSEE MEDICAL LABORATORY BOARD

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REQUIREMENTS FOR THE SUBMISSION OF AN ACCEPTABLE CRIMINAL  
BACKGROUND CHECK

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All applicants for licensure as medical laboratory personnel are required to undergo a criminal background check. The results of the criminal background check must be submitted directly from the vendor identified in the Board's licensure application materials to the Board's administrative office. (Tenn. Comp. R. & Regs. 1200-6-1-.05(1)(m))

It is the responsibility of the applicant to comply with the "Criminal Background Check Instructions for Applicants" contained in the Board's application materials. The application for licensure will not be complete until the results of the criminal background check have been received by the Board's administrative office from the vendor.

In the event that two applications for a criminal background check are rejected due to unreadable fingerprints supplied by the applicant to the vendor, the Federal Bureau of Investigation/Tennessee Bureau of Investigation will not provide a complete criminal background check. The resulting criminal background check will be based on the applicant's name and social security number only.

The Tennessee Medical Laboratory Board adopts the following policy regarding name/social security number based criminal background checks:

The Board shall require the applicant to submit to an FBI/TBI fingerprint scan through the State of Tennessee's approved vendor or its equivalent as determined by the Board. In order to confirm the identity of the applicant and verify any criminal convictions disclosed on the application for licensure, only a criminal background check based on an applicant's fingerprints will be accepted.

Adopted by the Tennessee Medical Laboratory Board on the 11<sup>th</sup> of October, 2007.