Nationwide Background Check – Beer Permit

Application Instructions

To begin the application process enter the below website:

www.identogo.com

In the map area or on the states listed below the map – click Tennessee.

Online Scheduling

Choose "English" or "Spanish" – language you wish to use during the application process. GO

Choose item "Other" from list of options under Agency Name tab. GO

Choose "Beer Permit" from list of options under Applicant Type tab. GO

Enter the ORI Number for Munford Beer Permits   TN920812Z

It should show "City of Munford" – choose "YES" if this shows up - if not you have entered the ORI number incorrectly and you should choose "NO" to go back and re-enter the correct number.

Enter the five digit zip code you would prefer for a testing location nearest you.

Select location, day and appointment time from the options given.

Complete the application information requested. Then choose "Send Information"

Follow the remaining instructions.

Once you have gone to your appointment and been fingerprinted, the agency will notify the City when the check is complete. Usually within one week.

Instructions for Fingerprinting
Tennessee Applicant Processing Services

Follow the simple steps outlined below to complete the fingerprinting process:

1. Using your computer web browser, go to ***www.identogo.com*** and choose Tennessee.

2. If you do not have access to the internet, you may call us toll-free at (855) 226-2937 to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps yourself.

3. Click Online Scheduling and choose the language you wish to use for scheduling (English or Spanish)

4. Enter your first and last name and click "go"

5. Choose the proper employing or licensing agency as your Agency Name and click "go".

6. Choose the proper Applicant Type and click "go".

7. Enter your ORI, OCA, or other identifying numbers required by your employing or licensing agency clicking "go" after each.

8. Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map, or enter a zip code to get a list of locations in a specific area. Press "go"

9. Click on the words "Click to Schedule" across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the "Next Week>>" link to display more dates. Once you select the location/date combination, select the time for your appointment and click "go".

10. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click "Send Information"

11. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click "Send Information".

12. If you are required to pay for your own fingerprinting, then you will be presented with payment options. Complete your payment process and click "Send Payment Information".

13. Print your confirmation page.

14. Bring approved identification documents with you to the appointment. These approved document options are identified on your confirmation of your appointment.

15. Arrive at the facility at your appointed date and time.

16. The Enrollment Officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.

17. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting, if needed.

18. All results will be processed and delivered to your employing or licensing agency for processing by the TBI. MorphoTrust USA is never in possession of criminal record data results.