TENNESSEE BUREAU OF INVESTIGATION
901 R.S. Gass Boulevard
Nashville, Tennessee 37216-2639
(615) 744-4000
TDD (615) 744-4001

BILL HASLAM
Governor

MARK GWYN
Director

February 1, 2013

To: Sex Offender Registry Officers

From: Stephanie Davis

Subject: Fingerprints of Sex Offender Registrants

Sex Offender Registering Agencies,

Per the FBI, effective immediately, when fingerprinting a sex offender for the sex offender registry or the termination process, **do not** add the clause "Criminal Inquiry Only" in the charge/citation field of the fingerprint cards. Please state, in the charge/citation field of the fingerprint card for the sex offender registration, "SOR" or "Sex Offender Registry". The fingerprint card for termination of the sex offender registration should state "Termination SOR Registration Requirements".

Please note, when submitting the sex offender registrants fingerprint cards from the live scan machine (electronically), the live scan operator should choose the criminal submission icon instead of the local criminal submission icon. This will allow the electronic submission of the fingerprint card to the TBI (check for prior TN SID # or assign new TN SID #) and FBI (check for prior FBI # or assign new FBI #).

In addition, there are several agencies still mailing in fingerprint cards for sex offender registration. All agencies with live scan equipment should be submitting these cards through their live scan machine. This is the preferred method of submission the TBI recommend agencies follow. SOR termination fingerprint cards are the fingerprint cards the TBI should be receiving through the mail from sex offender registering agencies. The TBI has compiled a list of agencies that are not submitting these cards through the live scan and the TBI will be contacting the agencies soon. If your agency is having problems with your live scan machine (submissions) or you do not have a live scan machine please contact Kenneth Blue at Kenneth.blue@tn.gov or (615) 744-4078.