

# Instructions for Background Checks

Monday, 24 March 2008

There are three possible ways to obtain a background check: in person, 3rd party or by mail. First it is important to note that you may only obtain an official background check on yourself. Secondly, this local background includes arrests in Knox County ONLY.

## In Person:

- Obtain and complete the Release of Arrest Record form. [Click here to download](#). (If you are unable to print the form, we can provide it to you at any of our offices or by FAX.)
- Appear in person at the City/County Building between the hours of 8:00 am and 4:30 pm Monday through Thursday or between 8:00 am and 4:00 pm on Friday . The office is closed on holidays and weekends.
- Bring with you a photo ID and payment of \$10.00 (cash or check). You must provide the exact amount, as we are unable to provide change.
- Depending on the volume of customers, the background check can be completed by our staff within 15-20 minutes.

## 3rd Party or By Mail:

If you are unable to appear in person, you may have a 3rd party bring the form into our office or mail us the completed form provided the Background Check form has been notarized by a notary public. If you send the form by mail, please include the payment of \$10.00 and a self-addressed stamped envelope.

## Mail to:

KCSO Support Services City/County Building

400 W. Main Street, Knoxville, TN 37902 - (865) 215-2243