City County Building
Access Control L146
400 Main Street
Knoxville TN 37902
Phone: 865.215.4203
Fax: 865.215.2233
www.ktnpba.org

PBA Background Check and Badge Procedure

Standard KCSO/PBA Background Check for Contractor, Vendors or Firms

Allow up to five business days

As outlined in the "PBA Background Check and Badge Policy," background checks are required for the employees (or subcontractors) of your firm which are assigned to a Public Building Authority (PBA) project. ***No employee may begin work at a PBA site prior to receiving final approval from PBA on their background check and obtaining a badge.***

COST:

The cost for the Knox County Sheriff's Office (KCSO) background check and a PBA badge (as required) is $25/person ($15 fee to KCSO; $10 fee to PBA for badge.) The $25 fee may be paid to PBA in person using cash or check when turning in background check forms, or PBA can invoice a Firm monthly if submitting multiple background check forms.

A $20 re-badging fee will be charged for replacements which must be paid in person, exact change or a check made payable to PBA.

PROCEDURE:

1. Have your employees cleared a background check process within the past two years?
    a. If YES, STOP here and contact your PBA Contact to discuss.
    b. If NO, then proceed to Step 2.
2. Submit a list to your PBA contact of employees (name, employer, and position) of all personnel who need to be on property for this project – See attached *SUBMISSION FOR PBA BACKGROUND CHECK* form. PBA will check this list against its background-check database and notify you of anyone who was cleared previously.
3. **Wait for next step instructions from PBA Contact.**
4. Any employee not cleared in step 2 will need to:
    a. Complete the attached KCSO "Release of Local Criminal Record" form. This form MUST be:
        i. Clearly legible
        ii. Signed by the employee
        iii. Notarized (if not notarized, employee must submit in person)
    b. Provide a copy of a government-issued photo ID (Driver's License, Passport, State ID)
5. ***DO NOT EMAIL FORMS.*** Submit completed forms and copy of photo ID for each form to PBA Access Control including a cover sheet noting the official project name by:
    a. **Hand Delivery** – to Room L146 in the City-County Building (Enter the Hill Ave entrance, turn right just past security.
    b. **Mail** – PBA Access Control, 400 Main Street SW, Suite L146; Knoxville, TN 37902
    c. **Fax** -- 865-215-2233 -- ATTN: Access Control

    These forms contain sensitive information which could be compromised if emailed.

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6. **Wait for next step instructions from PBA Contact.**

7. PBA will submit forms to KCSO. The KCSO report and PBA's screenings will be reviewed by PBA Security and a determination made for each employee.

8. PBA Security will notify the PBA Project Contact with a determination for each employee and the PBA Project Contract will in turn email the Vendor/Firm a list of names with their status of "approved" or "denied". Should you have any questions regarding the determination made, please contact, Office of Professional Standards Manager at 865-215-4223.

9. Once cleared, employees will need to report to the PBA Access Control office to obtain a photo ID badge. This office is in room L146 in the City-County Building. Hours are generally Monday-Friday, 8 am – 4 pm; however, it is recommended that you call in advance as badging operations occasionally move off-site. PBA Access Control may be reached at 865-215-4203. Employee will sign a "PBA Access Card Agreement" when receiving their badge.

10. Badges must be plainly visible when on project site.

11. Badges must be returned to PBA Access Control upon completion of work at project site.