

# TENNESSEE

State Licensing Instructions  
Please Type or Print legible

## APPLICATION

1. Complete Application for Automobile Club or Association Memberships
2. You must sign the form and your signature MUST be notarized or it will not be accepted.
3. #5 Employment
  - i. You must provide Employment and Unemployment for the past 5 years. Please keep in mind there cannot be any gaps in the dates
  - ii. You must provide "occupation", "place of business" and the "from-to" date
4. #2-The business address and business phone number will be your phone number and address where you are conducting business
5. Make all necessary attachments, if any
6. Mail the ORIGINAL form with ORIGINAL SIGNATURE and NOTARIZATION along with the following filing fee:
  - i. Check or Money Order in the amount of \$20.00 for State licensing
  - ii. Made Payable to Motor Club of America Enterprises, Inc.

## CRIMINAL HISTORY INFORMATION REQUEST

1. You must complete the Criminal History Information Request form by completing ONLY the information in the 3<sup>rd</sup> box and the 4<sup>th</sup> box if you are paying by credit card.
2. You must attach either a Cashier's Check or Money Order in the amount of \$29.00 and payable to Motor Club of America Enterprises, Inc.

**DO NOT** MAIL THE FORMS DIRECTLY TO THE STATE OF TENNESSEE. WE ARE REQUIRED TO ATTACH AN ADDITIONAL FORM TO YOUR FORMS. OTHERWISE, IT WILL BE REJECTED.

**Mail forms and filings fees together to:**

Motor Club of America Enterprises, Inc.  
14313 N May Ave  
Oklahoma City Ok 73134



9. Has applicant ever been refused or had suspended or revoked a license to solicit automobile club, association memberships or insurance in any state Yes \_\_\_ No \_\_\_ If yes, give full explanation.

\_\_\_\_\_  
\_\_\_\_\_

10. Has applicant ever been convicted of, or are currently charged with a criminal offense? Yes \_\_\_ No \_\_\_ If yes, complete detail below and enclose copies of legal documentation and a written statement regarding offense(s).

Date of Offense \_\_\_\_\_ Offense \_\_\_\_\_

Time served in any penal institution: From \_\_\_\_\_ to \_\_\_\_\_ If more than one offense, list each offense separately.

\_\_\_\_\_  
\_\_\_\_\_

11. Name of current employer: \_\_\_\_\_

12. Automobile Club or Association you are making application to represent: \_\_\_\_\_

\_\_\_\_\_

I hereby certify upon my oath that all my answers supporting this application are true. Permission is granted to furnish the Tennessee Department of Commerce and Insurance a copy of the Personnel Selection Report.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State \_\_\_\_\_

County \_\_\_\_\_

Subscribed and sworn to before me

this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

**NOTE:**  
APPLICATION WILL NOT BE PROCESSED WITHOUT PROPER NOTARIZATION



**Tennessee Bureau of Investigation**  
**Tennessee Criminal History Information Request**  
 901 R.S. Gass Blvd, Nashville, TN, 37216  
 TELEPHONE: (615) 744-4057 FAX: (615) 744-4651



Before submitting this request review the Memorandum related to requesting criminal history information. Please print this form and mail it along with the required \$29.00 processing fee (Please see memo for payment methods) to: Tennessee Bureau of Investigation, 901 R. S. Gass Blvd., Nashville, Tennessee, 37216 or **FAX** to 615-744-4651

Date: \_\_\_\_\_ Criminal history information requested by: \_\_\_\_\_

Email Address: \_\_\_\_\_ (not required)

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Please supply a complete return address:**

Print full name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Please select preferred method for return of Background Check Results:** Mail:  FAX:  Email:

I am requesting a Tennessee criminal history record check on the following individual:

- Complete Name, Race, Sex and Date of Birth are all **(Required Information)**
- Social Security Number and Current Address are **(Optional)**. By providing a social security number and current address you will increase the accuracy of the name-based search.

Name: _____	
(Last, First, Middle) (Required Information)	
Other Names Used: _____	
Race: _____	Sex: _____ Date of Birth: _____ State of Birth: _____
Social Security Number: _____	
Current Address (If Available): (Optional Information)	
Street: _____	
City: _____	State: _____ Zip: _____

**To Pay by Credit Card/Cashier's Check or Money Order:**

Please be sure to include the three (3) digit authorization code located on the back of your credit card.

Card Type: VISA <input checked="" type="radio"/> Master Card <input type="radio"/> Discover <input type="radio"/> Cashier's Check <input type="radio"/> Money Order <input type="radio"/>	
Complete Name (as it appears on the card): _____	
Credit Card Number: _____	Code: _____
Expiration Date: _____	
Current Address of card holder:	
Street: _____	
City: _____	
State: _____	Zip _____
Total Amount to be Billed: \$ _____ Authorized Signature: _____	



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**Memorandum**

The Tennessee Bureau of Investigation (TBI) is the central repository for criminal history information for the state of Tennessee. In addition to maintaining criminal history information, it is our responsibility to provide public access to this information when requested.

Criminal history information in the state of Tennessee is comprised of misdemeanor and felony arrests based solely on fingerprint submission by the arresting agencies. When you request criminal history information on an individual, your results will state whether the subject has or does not have a Tennessee criminal history record. If there is a record that **may be** for the individual searched, a copy of the criminal history record along with your request will be forwarded to you. The Open Records check is a "name based" check only. Please do not submit fingerprint cards or other additional documentation, as only the information contained on the application request will be used to process the Tennessee criminal history check.

**Please be aware that, unless a fingerprint comparison is performed, it is impossible for the Tennessee Bureau of Investigation to be sure the record belongs to the individual you requested. The information you receive will be based on only those records resulting from an arrest which occurred within the state of Tennessee.** The accuracy of the information you provide is critical as all searches are conducted based on the information provided. **A fingerprint comparison will only be performed as the result of an appeal based on the information received from an initial criminal history request.**

If no possible record is found, your request will be returned stating, **"The Tennessee Bureau of Investigation found NO Tennessee criminal history based on the information provided. No criminal record check was conducted for other states or for the Federal Bureau of Investigation."** The cost for criminal history information is **\$29.00 per request** and is non-refundable. Payment can be made with cash, money order, cashiers check, personal or business check or credit card. Please be aware that if payment is made with a personal or a business check, that the criminal record check will not be conducted until the funds have cleared the bank.

**Appealing the Results of a Criminal History Check**

If you requested a Tennessee criminal history information check on yourself or a check was requested for you and you wish to dispute the accuracy of the results, you may do so by contacting the Tennessee Open Records Information Services unit at 615-744-4057.

To appeal the results of a criminal history check you must provide a copy of your fingerprints for the Tennessee Bureau of Investigation to compare against those corresponding with the criminal record found. Submit a copy of your fingerprints along with a complete Tennessee Criminal History Information Request and a letter stating that you wish to dispute the findings of a criminal history information request conducted in your name. **You must include a cashiers check or postal money order for \$24.00.**

Once the comparison has been made the results will be forwarded to you stating that based on the comparison the criminal history is accurate or that the record has been found to be inaccurate. If the record is found to be inaccurate you will receive detailed guidelines on how to correct the inaccuracy. The Tennessee Open Records Information Services unit will also assist you in correcting any inaccuracies identified as the result of a fingerprint comparison.