

Background Check Requirements



Buker Elementary

Cutler Elementary

Winthrop Elementary

HW Middle School

HW High School



Knowledge



Responsibility



Respect



Excellence

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

**MGL Chapter 459 of the Acts of 2012
An Act Relative to Background Checks**

On January 10, 2013, Governor Deval Patrick signed into law G.L. Chapter 459 of the Acts of 2012, An Act Relative to Background Checks. The new law requires all newly hired school employees in Massachusetts, beginning in the 2013-2014 school year, to submit to national fingerprint-based criminal background checks in addition to state CORI checks.

The Commonwealth is developing regulations, policy and procedures to meet the requirements of this new law. As of today, a system is not yet in place for school employers to conduct a national fingerprint-based criminal background check.

As a new employee of the Hamilton Wenham Regional School District, you will be subject to a Massachusetts criminal background check (CORI), which must be completed before you may begin work. In addition, you will be required to submit to a national criminal background check by submitting your fingerprints when that system is available. The Executive Office of Public Safety and Security and the Department of Criminal Justice Information Services, working with the Executive Office of Education, the Department of Elementary and Secondary Education, and the Department of Early Education and Care, are in the process of establishing the procedures for taking fingerprints, submitting them to the national database and returning reports to school employers. Under c. 459, the individual employee or prospective employee is responsible for the cost of the national criminal background check.

Your continued employment in the Hamilton Wenham Regional School District is conditioned upon completion and assessment of a national criminal background check as well as the state CORI check already completed.

Please sign below indicating your understanding and acknowledgement of these conditions of employment and the required national criminal background check.

Printed Name

Signature

Date

For more information regarding national criminal background checks, please visit:

<http://www.mass.gov/eopss/agencies/dcjis/>

It is the policy of the Hamilton-Wenham Regional School District not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age, or disability in its education programs, services, activities or employment practices.

Knowledge • Responsibility • Respect • Excellence

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Name: (last, first) _____

Page 2 CORI

Office Use Only:

The information provided on Page 1 of the CORI Acknowledgment form was verified by reviewing the following form of government-issued identification (a copy of the identification is attached to the CORI Request):

Document Name

Document Issuer

Document #

Document Expiration Date

VERIFIED BY:

Name of Verifying Employee (Please Print)

Signature of Verifying Employee

National Criminal Fingerprinting Background Check

The Governor signed into law the requirement for all public school employees to have a national criminal background check. Unlike CORI, this check will examine criminal activity in all states including Massachusetts. If you have not already done so, please assure that you have your fingerprints taken prior to your start date.

You are receiving these instructions because in addition to a CORI check, you are required to submit your fingerprint for the national criminal background check. The instructions below will guide you through the fingerprinting process, however, if you have questions please refer to the links below:

- SAFIS Registration Guide at:
http://www.sbrsd.org/uploads/1/0/9/6/1096611/safis_registration_guide.pdf
- Acceptable Forms of Identification at:
<http://www.l1enrollment.com/state/forms/ma/52a74f4e4a560.pdf>
- How to Change, Correct or Update your National Criminal History Record Response at:
<http://www.mass.gov/eopss/agencies/dcjis/procedure-for-correcting-a-state-or-national-criminal-record.pdf>

The fingerprinting process requires two steps.

1. Register online for an appointment to have your fingerprint taken by visiting <http://www.identogo.com/FP/Massachusetts.aspx> and selecting a date, time and location to have your fingerprints taken.
2. Go to the physical location you registered for and have your fingerprints taken.

Notes:

- The "Provider ID" for the Hamilton Wenham Regional School District is **06750000**.
- The **FEE** is \$55 for staff who hold a DESE license and \$35 for those who do not have a DESE license. You will need to pay with a credit card while online or elect to bring a personal check on the day of your appointment.
- After you register **PRINT** the confirmation page and note the identification you will need to bring with you to the fingerprinting center.
- Hold on to a **COPY** of your scheduled appointment confirmation and the receipt from the Fingerprinting Center once completed to ensure Human Resources receives the results.
- If you have **PREVIOUSLY HAD FINGERPRINTS** background check done, you may contact the Human Resource department at the school system in which they were taken for and request an **"Evidence of Suitability"** be sent to HWRSD, attn.: Dawn O'Neil at d.oneil@hwschools.net. If they will comply and it is received by HWRSD, you will not need to have your fingerprints retaken.

If you have any questions, please feel free to contact Dawn O'Neil at (978) 626-0915.