

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 help guide you through the registration 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 fingerprint process requires two steps.

1. Register online for an appointment to have your fingerprints taken by visiting <http://www.identogo.com/FP/Massachusetts.aspx> and select date, time and location to have your fingerprints taken. **(Please read important notes below before registering.)**
2. Go to the physical location that you registered for and have your fingerprints taken.

NOTES:

- When registering, you are given 5 choices of agencies/sectors, you must choose **PreK-12 Grade Education** (This is very important! If you choose the incorrect agency/sector, you will be required to get them taken again and be charged again). The FBI released the following statement:
"Recently, a number of applicants selected MassDOT/RMV in error. Per FBI policy, the applicant will be required to schedule another fingerprint appointment at a cost."
- When you are asked to provide a "Provider ID" please use the following code for the **Hamilton-Wenham Regional School District: 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 in 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.
- Keep a COPY of your scheduled appointment confirmation and the receipt showing proof of having fingerprints taken and return these to Janell Carleo @ j.carleo@hwschools.net
- If you have PREVIOUSLY HAD FINGERPRINTS done for another District, you may contact the Human Resources department at that District and request that a Suitability Determination be sent to HWRSD, Att: Janell Carleo at j.carleo@hwschools.net. If the other District provides a Suitability Determination to us, you will not have to have your fingerprints taken again. If the other District will not provide a Suitability Determination to us, you will have to have fingerprints taken again.

Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions, please feel free to contact Janell Carleo at (978) 626-0902 or at j.carleo@hwschools.net