

Fingerprinting Instructions

In 2013 Massachusetts became the 50th state in the country to pass a law requiring that **ALL public school employees** undergo a fingerprint-based national Criminal History Record Investigation (CHRI) check. This one-time process involves submitting your fingerprints at a specially designated center. The fingerprints will be sent to the FBI and a report will be sent to the Criminal Justice Information Service. The final report will be sent to the Superintendent for review. For those interested in learning more, please visit the Executive Office of Education's Q & A page here:

<http://www.mass.gov/edu/government/news/2013newsupdates/frequently-asked-questions-regarding-background-checks.html>

The fingerprint process requires two steps. The first step is to register online for an appointment to have your fingerprints taken. The second step requires you to go to a location to physically have your fingerprints taken. To schedule an appointment, please:

- go to <https://www.identogo.com/locations/massachusetts>
- choose "Digital Fingerprinting"
- Click on "Schedule a New Appointment"
- In the Agency/Sector drop down menu, choose "PreK - 12th Grade Education"
- If you are a licensed educator or administrator, choose "Licensed Educator"; all others choose "All Other School Personnel"
- When you are asked to provide a "Provider ID" please use the following codes for the school you work in the most (substitute teachers may use the district code):

ECEC	00730005	Riverdale	00730045
Avery	00730010	Middle School	00730305
Greenlodge	00730025	High School	00730505
Oakdale	00730030	District	00730000

- If you work for more than one school district (e.g. teach in Dedham, but coach in another district), you may enter more than one "provider" (i.e. employer) so that the report is sent to multiple districts. (You will need the Provider IDs for both districts.)
- When you are asked about "Applicant Employer Information" please complete the screen as follows:

Applicant Employer Information

Employer Name Dedham Public Schools		Employer Phone 781-310-1000		
Number 100	Direction ▼	Street Name Whiting Avenue	Apt/Unit # 	
Country UNITED STATES ▼	Employer City Dedham	Employer State Massachusetts ▼	Employer Zip 02026	
Employer Contact Name				
PreFix Mr. ▼	First Name Michael	Middle Name 	Last Name Welch	Suffix. ▼
Occupation Superintendent of Schools				

- The fee is \$55 for staff who hold a DESE license and \$35 for those who do not hold a DESE license. You will need to pay with a credit card while online or indicate that you will bring a personal check with you to the appointment.

Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center. The confirmation page has been important in a couple of cases where results have been delayed. After you have been fingerprinted, you will receive a receipt from MorphoTrust. Please send a copy of the receipt to Kathy O'Leary, our Human Resource Administrator.