



In accordance with new state regulations, as a District employee or substitute you are required to be fingerprinted. The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGo™ registration website is now available for all school districts, charter schools and private schools to begin scheduling fingerprinting appointments.

<http://www.identogo.com/FP/Massachusetts.aspx>

This service is fee based. All certified staff will be charged a **onetime** fee of \$55.00 for certified staff, \$35 for non-certified staff.

The national criminal background check will require you to schedule an appointment to go to one of the state-wide locations to be fingerprinted. 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 me for review.

We will also continue the existing process for CORI checks so that we are in full compliance with State regulations.

For those of you who are interested in learning more, please visit the [Executive Office of Public Safety and Security's website](#).

I have attached the Registration Guide and information regarding "fixing" an incorrect record. Our DESE code is "07250000" which is required for registration. Additional details regarding the locations, including hours of operation, are available on the registration website.