

Easton Public Schools



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Procedures for Submitting Fingerprints for Background Checks G.L. c. 459 Acts of 2012 (An Act Relative to Background Checks).

On January 10, 2013, Governor Deval Patrick signed into law G.L. c. 459 Acts of 2012 (An Act Relative to Background Checks). The law requires that all school employees submit to national fingerprint-based criminal background checks, in addition to state CORI checks. As a result, employees must complete the new fingerprinting-based criminal background check as a condition of employment or continuing employment according to the following schedule: (1) any employee initially hired by the Easton Public Schools for the 2014-2015 school year must complete the check prior to beginning work; (2) any employee who began working for the Easton Public Schools on or after July 1, 2013 must complete the new fingerprinting-based criminal background check no later than October 1, 2014; and (3) any employee hired before July 1, 2013 must complete the check no later than **September 1, 2016**.

Procedures for individuals in submitting fingerprints are as follows:

The State Applicant Fingerprint Identification System (SAFIS) Morpho Trust USA IdentoGo registration website is now scheduling fingerprinting appointments at various "IdentoGo enrollment centers" located throughout Massachusetts. Registration guides and a list of IdentoGo enrollment centers can be accessed at <http://www.identogo.com/FP/Massachusetts.aspx>. The SAFIS Registration Guide for PreK-12th Grade Education (ESE) and SAFIS Form 004: How to Change, Correct or Update Your National Criminal History Record Response is available by clicking on **Forms and Links**.

- You may schedule your fingerprinting appointment online at: <http://www.identogo.com/FP/Massachusetts.aspx> (or by phone at 866-349-8130).
- Click the **Online Scheduling** link.
- You will be required to provide Easton Public Schools ESE Organization Code **00880000**
- The fee associated with fingerprinting is \$55 for licensed educators and \$35 for all other school personnel. Online payment options include credit cards and e-Checks.
- Upon completion of your registration, you will receive a Registration Confirmation Number which must be brought to your fingerprinting appointment.
- You are also required to bring an acceptable form of identification to your appointment.

Fingerprints will not be taken without acceptable identification presented at your fingerprinting appointment. A valid, unexpired driver's license from any US state or territory is acceptable. Alternate forms of acceptable identification are listed in the Registration Guide.

- At the conclusion of your appointment, you will be provided with a fingerprint receipt. A copy of this receipt must be returned to Jodi Allen, Secretary to the Director of School Operations, in the Central Office in order to confirm that fingerprints were captured.

Any questions on the procedures may be directed to Jodi Allen in the Central Office at 508-230-3200 X200.