

To: New Hires

Subject: Mandatory National Criminal Background Check (Fingerprinting Program)

The Massachusetts Department of Elementary and Secondary Education (DESE) has initiated a Statewide Applicant Fingerprint Identification System (SAFIS) to implement the Massachusetts law, which requires school employees who may have direct and unmonitored contact with children to undergo fingerprint-based criminal background checks. This was signed into law on January 10, 2013.

The Statewide Applicant Fingerprint Identification Services (SAFIS) is being implemented by a company, MorphoTrust USA IndentoGo™. They have instituted a registration website that is now available for all employees to schedule fingerprinting appointments. That website is:

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

At the present time, it is mandatory that employees hired submit to fingerprint-based checks. **There is a \$55 fee for the fingerprint-based background check for licensed educators. Fees for unlicensed personnel are \$35.**

It is your responsibility to go to the registration website to register for a fingerprinting appointment at one of many available enrollment centers. There are two important documents posted in the forms section of the website: the SAFIS Registration Guide for PreK-12th Grade Education (DESE), and SAFIS Form 004: How to Change, Correct, or Update Your National Criminal History Record Response. **You will also need to provide the 8-digit DESE organizational code for your specific school, which you will use as the Provider ID during the registration process. The DESE code for the Leicester School District is 01510000.** (Substitutes, Student Teachers, and Subcontractors may provide up to 10 districts organization codes to eliminate the need to pay the fee multiple times).