

FINGERPRINTING INFORMATION

The Governor of Massachusetts 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.

The fingerprint process requires two steps:

1. First, register online for an appointment to have your fingerprints taken. Registration usually takes less than 10 minutes.
2. The second step requires you to go to a location to physically have your fingerprints taken.

Fingerprint Registration Instructions

IMPORTANT: Do not use your browser's BACK arrow at any point in this process or you will have to begin again.

1. Go to website: **IdentoGo.com**
2. Select Massachusetts from "Search Services by State" on the right > Go
3. Click on blue "State Fingerprinting" box and then click on green "Schedule a New Appointment"
4. Application details - select "Pre-K-12th Grade Education" (ESE) > Go
5. Application details - choose "Licensed Educator" or "All Other School Personnel" > Go
 - a. NOTE: Cost is \$35.00 for non-licensed employees, \$55.00 for DESE licensed professionals (including those with pending applications/licenses).
 - b. This fee is paid by the applicant and is non-refundable whether or not an applicant is hired by BPS.**
6. Confirm Agency from #5 > "yes"
7. Application Details - enter provider ID/District Code **00260000** >Go
8. Confirm provider - at this point, you can add additional district codes ("Add Another Provider") if you work for another district during the summer, or as a substitute teacher, etc. Have these codes with you. If not - just press "Correct"
9. Appointment details – enter your zip code or choose region > go
10. Decide which center you want to use and click on "Click to Schedule" for the open date you want; click on a time from the pull-down window > go
 - a. NOTE: Click on the blue "Directions" for your center to read useful arrival instructions.
 - b. NOTE: If your closest center does not have open dates soon enough, click on "Select Another Region or Zip Code" above top left corner of gray area, and choose a different region to see other available centers.
11. Acknowledgement/Release – click applicable acknowledgement (under or over 18) > Go
12. Fill in all required red-asterisked Application fields (you do not need to fill in Employer information) > Send Information
13. Review information on next screen – if everything is correct, complete by pressing Go
14. Complete payment collection. You can choose to bring a check (no cash) or pay by credit card online.
 - a. Leave referral code blank.
 - b. Check – please make all checks payable to Morpho Trust.
 - c. Credit Card – click on Bank option to enter your credit card information.
15. Print your registration form and bring it to your appointment. You will also need to bring and present a current photo ID such as: driver's license, US Passport, valid state identification card.

Appointments are booked in five minute intervals, so you must be on time for your appointment. 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 Rebecca Leeb, Substitute Coordinator, at 617-993-5420 or reeb@belmontschools.net