

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 bottom right > Go
3. Click on blue "Digital Fingerprinting" box and then click on green "Register for In-State Digital Fingerprinting Services"
4. Application details - Agency/Sector - select "Pre-K-12th Grade Education" (ESE) > Go
5. Application details - Fingerprint Reason - 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 - Provider ID - enter provider ID/District Code 00260000 > Add Provider
8. Confirm provider - at this point, you can add additional district codes (enter another code and click "Add 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 "Save and Continue"
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 > Continue
 - 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. Enter your date of birth > Go
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 SSN information) > Submit
13. Review information on next screen – if everything is correct, complete by pressing Go
14. Note the forms of payment accepted at the time of your appointment (credit card, cashier's check)
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