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**DIRECTIONS TO SCHEDULE FINGERPRINTING APPOINTMENT**

The national criminal background check will require you to schedule an appointment, by registering online, to go to one of the state-wide locations to be fingerprinted. Your fingerprints will be sent to the FBI and a report will be sent to the Criminal Justice Information Service. In an effort to maintain confidentiality, the final report will be sent to me only, to review.

The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IdentoGO registration website is available for employees to begin scheduling their own fingerprinting appointments.

Please visit <http://www.identogo.com/> to register.

**You will be asked to provide the DESE Organization Code for the Millbury Public Schools (also called the Provider ID Number): 01860000. If you work in a specific school, please use the following code for your school:**

Elmwood Street School: 01860017

Raymond E. Shaw School: 01860025

Millbury Jr./Sr. High School: 01860505

If you work in multiple buildings, please use the Main Organization Code, 01860000

**Please be aware that the cost to you will be $55.00 for all individuals in a Department of Elementary and Secondary Education licensed position and $35.00 for all support staff (secretaries; clerks; custodians, maintenance and grounds; cafeteria workers and paraprofessionals).**

For those of you who are interested in learning more, please visit the Executive Office of Public Safety and Security’s website at [www.mass.gov/eopss/](http://www.mass.gov/eopss/)