

MILLBURY PUBLIC SCHOOLS
12 Martin Street
Millbury, Massachusetts 01527



GREGORY B. MYERS
Superintendent of Schools
Tel: (508) 865-9501
Fax: (508) 865-0888
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Dear Millbury Public Schools' Employees,

As you are aware, Governor Patrick signed Chapter 459 of the Acts of 2012, "*An Act Relative to Background Checks*" into law on January 10, 2013. Under this law, all public school employees are required to have a one-time national criminal background check. Unlike CORI, this check will examine criminal activity in all states, including Massachusetts. CORI checks will continue to be required once every three years.

The new law became effective in September 2013 and because you have been employed by the Millbury Public Schools during this past year or have accepted a position for 2014-2015, you are a member of the first group of employees to be fingerprinted.

All Millbury Public School employees must complete this step as a condition of new or continued employment in the district.

The national criminal background check will require you to schedule an appointment, by registering online, to go to one of the eight 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/FP/Massachusetts.aspx> 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/

You are required to register for a fingerprinting appointment and will be considered a "conditional" hire conditional on receiving and approving the results of the SAFIS check.

This packet also contains important information about the location of the centers in MA; the acceptable forms of identification; and forms regarding how to respond to incorrect and incomplete information.

Please contact Mrs. Sandra Femino, Executive Assistant at 508-865-9501, should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregory B. Myers". The signature is written in a cursive style with a large initial "G".

Gregory B. Myers
Superintendent

enc.

Location Listing for MA

Please proceed to the registration page and register for your fingerprinting.

[Click here to schedule online](#) or call toll-free (866) 349-8130

Location listing is accurate as of Tuesday March 25th 2014 10:50:14 AM CST - locations are subject to change without notice.

[\[CENTRAL\]](#) [\[METRO BOSTON\]](#) [\[NORTHEAST\]](#) [\[SOUTHEAST\]](#) [\[WEST\]](#)

<u>Location</u>	<u>Address</u>	<u>Dates & Times</u>
CENTRAL		
Leominster	Leominster, MA. (20 Main St Suite 2c) [Map (opens new browser)]	Mon - Fri 9:00-4:00; E/o Sat. 10-2
Worcester	Worcester, MA. (35 Major Taylor Blvd.) [Map (opens new browser)]	Tue, Thu 10-7; Sat 10-3
Back to top		
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METRO BOSTON		
Dorchester	Dorchester, MA. (11 Bay St.) [Map (opens new browser)]	Mon, Tue, Wed, Fri 9am-6pm, Thu 9am-7pm, Sat 9am-1pm
Back to top		
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NORTHEAST		
Beverly	North Beverly, MA. (Dodge Crossing 4 Enon Street) [Map (opens new browser)]	Mon-Thu 2pm -9pm, Fri, 2-6pm, Sat, 10-2pm
Back to top		
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SOUTHEAST		
Bourne	Pocasset, MA. (50 Portside Drive, Unit F, Suite 2) [Map (opens new browser)]	Tue,Thu,Fri, 8:00-4:30; Wed, 8:00-7:00
Brockton	Brockton , MA. (1285 Belmont St. Suite 10) [Map (opens new browser)]	Mon, Tue, Wed, Fri 9-5:30, Thu 10-7, Sat. 9-1
Back to top		
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WEST		
Pittsfield	Pittsfield, MA. (160 North St. 1st Floor, Suite 101) [Map (opens new browser)]	Mon, Tue, Wed, Fri, 9am-5pm, Thu, 9am-7pm, Sat, 9am-1pm
Springfield	Springfield, MA. (100 Congress Street) [Map (opens new browser)]	Tue 10-6, Wed 9-5, Thu 11-7, Sat 10-3



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES

200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-4613
MASS.GOV/CJIS

STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES (SAFIS) ACCEPTABLE FORMS OF IDENTIFICATION

As part of the Commonwealth of Massachusetts Statewide Applicant Fingerprint Identification Services (SAFIS) program, all applicants will be required to show identification at time of fingerprint capture at a Identogo™ Enrollment Center. The following outlines the acceptable forms of identification.

Primary Identification Documents

The following documents are accepted for identification purposes **ONLY** and must include an identifiable photo, the applicant's full name and date of birth. All documents must be **verifiable** and **unexpired**.

- Driver's License from any U.S. state or territory
- Valid State Identification Card from any U.S. state or territory
- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign Passport with temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa
- Foreign Passport and Form I-94 or Form I-94A
- Employment Authorization Document which contains a photograph (Form I-766)
- U.S. Military Card with identifiable photograph.
- U.S. Coast Guard Merchant Mariner Document or Merchant Mariner Credential
- Transportation Worker Identification Credential
- Enhanced Tribal Card

Applicants Under 18 Years of Age

If an applicant is under 18 years of age and unable to present a primary identification document, the applicant must provide an original or certified copy of a Birth Certificate issued by an authorized U.S. agency with an official seal or Certification of Birth Abroad (issued by U.S. Department of State) and one of the following documents listed below.

- School Identification Card (Public or Private School)
- School Record or Report Card
- Home Schooling Education Plan
- U.S. Social Security Card





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STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES
(SAFIS)

own CORI online: <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/icori-training-documents.html>. Alternatively, you may submit a personal CORI request by mail to the DCJIS by completing the form available at <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/cori-forms-and-applications.html>.

IMPORTANT: It is possible for Massachusetts arrest information to not appear in a CORI response. If this occurs, please contact the DCJIS at 617.660.4640.

After obtaining a certified copy of the docket sheet, in order to update an incomplete CHRI arrest, you must complete and submit the Massachusetts State Police (MSP) Disposition Update Request form (see attached) to:

ATTN: DISPO UPDATE
Massachusetts State Police
State Identification Section
59 Horse Pond Road
Sudbury, MA 01776

Please be sure to include the docket sheet with the completed Massachusetts State Police Disposition Update Request form.

INCORRECT INFORMATION:

If you believe your CHRI contains a Massachusetts arrest that is incorrect (i.e. does not belong to you or the offense is incorrect), you will need to contact the police department that submitted the arrest information to the State or to the FBI to request a review of the arrest report or a fingerprint comparison to the fingerprints on file for the arrest. The police department that submitted the information will be listed on the CHRI. Please be sure to call the police department and schedule an appointment for this type of review.

If after reviewing your information, the police department finds the CHRI submission should be corrected, the police department will submit a request on your behalf to the Massachusetts State Police State Identification Section (MSP SIS). The MSP SIS will correct the information in the SIS database and then forward the corrected information to the FBI.





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STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES
(SAFIS)

HOW TO CHANGE, CORRECT, OR UPDATE YOUR NATIONAL CRIMINAL
HISTORY RECORD RESPONSE

The Federal Bureau of Investigation (FBI) Identification Division maintains fingerprint-supported national criminal history record information (CHRI) and also provides access to CHRI maintained by the states. Organizations authorized to submit CHRI checks pursuant to state and federal laws are required to provide individuals with information on how to change, correct, or update their criminal records in accordance with 28 CFR 16.34.

If after reviewing your CHRI, you believe it contains incomplete or incorrect information, you may submit a request to the law enforcement agency which submitted the information to correct or update your CHRI. The information provided in this document outlines the steps that you must follow to change, correct, or update your CHRI.

Instructions regarding CHRI arrests submitted by Massachusetts law enforcement agencies:

INCOMPLETE INFORMATION:

If you believe an arrest listed on your CHRI submitted by a Massachusetts law enforcement agency is incomplete (i.e. the disposition is missing), you must first request a certified copy of the docket sheet associated with the arrest. You can obtain a certified copy of the docket sheet by going to the clerk's office at the court where you were arraigned on the charges.

For a listing of courts and contact information, please go to <http://www.mass.gov/courts/courtsandjudges/courts/courtsalphaa-g.html>.

If you are not sure which court heard your case, you may request a copy of your Massachusetts Criminal Offender Record Information (CORI) from the Department of Criminal Justice Information Services' (DCJIS) iCORI system. The CORI will contain information regarding the docket number and phone number for the court that heard the case. For information on how to register for an individual iCORI account to request your





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STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES
(SAFIS)

Information regarding CHRI arrests submitted by out of state law enforcement agencies:

Requests to change, correct, or update arrest information submitted to the FBI by an out-of-state law enforcement agency must be made to the agency that submitted the information to the FBI. You may also contact the repository in the state that submitted the arrest data for more information on how to change, correct, or update a record in that state. A listing of state criminal history repository contact information is available at <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/request-rec/requesting-out-of-state-criminal-records.html>.

FBI information on how to challenge a criminal history:

The FBI has published information on its website on how to correct a criminal history record. This information is available at <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/challenge-of-a-criminal-history-summary>.





The Commonwealth of Massachusetts

Department of State Police

State Identification Section
 59 Horse Pond Rd.
 Sudbury, Ma 01776

DISPOSITION UPDATE REQUEST		
Date of Request:		
Contact Phone No.		
Reason For Request:		
Person name:		
Date of Birth (DOB)		
SSN		
Arresting Department:		
OBTN:		
State ID Number (SID)		
FBI #		
Disposition information to be updated		
Date of arrest	Charges:	Disposition to be added
SIS ID Tech		
Date Completed		
Send this coversheet with certified court record and documentation.		