

**STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES (SAFIS)  
FINGERPRINT REQUIREMENT  
PK-12<sup>TH</sup> GRADE EDUCATION ESE**



**This is a requirement of employment**

Massachusetts law now authorizes fingerprint-based criminal history checks for all public and private school employees, transportation providers, and designated volunteers and employees of school vendors. The Massachusetts Department of Elementary and Secondary Education (ESE), the Department of Early Education and Care (EEC), and the Executive Office of Public Safety and Security (EOPSS) have partnered with MorphoTrust USA to implement the Statewide Applicant Fingerprint Identification Services (SAFIS) Program.

**If you have been fingerprinted** with another Massachusetts school district **within the past 7 years and** you have **not** resided outside Massachusetts for any period longer than three years since the determination was made **and** you do **not** have employment gaps totaling more than two years since your suitability was determined than you can request a suitability determination from the district that received your fingerprint results.

**If you have not been fingerprinted** or you were fingerprinted over 7 years ago, please follow the below instructions for scheduling your appointment.

Please go to <https://www.identogo.com/locations/massachusetts>

Select **Digital Fingerprinting**

Select **In-State Digital Fingerprinting Services (Live Scan)**

Agency/Sector is **PreK-12<sup>th</sup> Grade Education (ESE)**

Select **Go**

Confirm **PreK-12<sup>th</sup> Grade Education (ESE)**

Fingerprint Reason: Choose which applies to you **All Other School Personnel** or **Licensed Educator**

Select **Go** and follow instructions to complete your registration.

Once you have had your fingerprints taken please email a picture of the white receipt they give you confirming that your fingerprints have been taken to Bridget Baker at [bbaker@holbrook.k12.ma.us](mailto:bbaker@holbrook.k12.ma.us)

## PROVIDER IDENTIFICATION NUMBERS

Holbrook School District: **01330000**

John F. Kennedy Elementary School: **01330018**

Holbrook Middle-High School: **01330505**

### **Fee:**

The fee charged will be \$55.00 for licensed educators and \$35 for all other school personnel.

### **Registration Confirmation:**

You **MUST** bring your Registration Confirmation Number with you to your appointment along with your valid photo identification.

### Acceptable forms of identification:

- 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-776)
- 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

All documents must include an identifiable photo, the applicant's full name and date of birth. **ALL DOCUMENTS MUST BE VERIFIABLE AND UNEXPIRED.**

### **Applicants Under 18 Years of Age**

If you are under eighteen (18) years of age and unable to present one of the primary identification documents listed above, you 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:

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