



Valley Collaborative

Central Administration Office

25 Linnell Circle, Billerica MA 01821 * Tel: (978)528-7800 * <http://www.valleycollaborative.org>

TO: Prospective Employees
FROM: Kari Morrin, Director of Human Resources
RE: Massachusetts Law: Criminal History Checks for School Employees

Welcome to the Valley Collaborative Schools! You are receiving this memo in preparation for your appointment to be hired into the district. Massachusetts law now authorizes fingerprint-based criminal history record checks for all public and private school employees and transportation providers, and for designated volunteers and employees of school vendors. The Massachusetts Department of Elementary and Secondary Education (ESE) and the Department of Early Education and Care (EEC), the Executive Office of Public Safety and Security (EOPSS) has partnered with MorphoTrust USA to implement the Statewide Applicant Fingerprint Identification Services (SAFIS) Program and is working to provide convenient applicant fingerprinting enrollment centers throughout the Commonwealth of Massachusetts.

Please review two important documents posted in the forms section of the MorphoTrust USA IndentoGo registration website: **the SAFIS Registration Guide for PreK-12th Grade Education (DESE)**, and **SAFIS Form 004: How to Change, Correct, or Update Your National Criminal History Record Response**.

Prior to your scheduled meeting with Human Resources, you will need to make an appointment to schedule your fingerprint session. Please bring to your Human Resources appointment one of the following:

- A copy of your confirmed appointment to have your fingerprints taken, or
- A copy of your receipt that fingerprints have already been taken

This memo adds two specific pieces of information to the attached Registration Guide. **Please read through the Registration Guide before you register for an appointment to have your fingerprints taken.**

The fingerprint process requires two steps. The first step is to register online for an appointment to have your fingerprint taken. The second step requires you to go to a location to physically have your fingerprints taken. While the following looks daunting, I have registered myself and it is not very difficult and will take you about 15 minutes.

- Prior to your meeting with Human Resources, please visit [IdentoGo Massachusetts Fingerprinting & Enrollment Services](#) to register for a date, time and location to have your fingerprints taken.
- When you go online, you will find all the locations of the fingerprint centers.

- While these sites may not be convenient for you, they offer evening and Saturday appointments as well as day time appointments.
- Please select the green button to “Register for In-State Digital Fingerprinting Services”
- For Agency/Sector, please select “Pre-K-12th Grade Education

Application Details

Please select agency/sector from the list below.

Agency/Sector: Please choose an item from the list. --
Department Of Early Education and Care (EEC)
Pre-K-12th Grade Education (ESE)

- Please confirm the agency is correct.
- Please select fingerprint reason:
 - Licensed Educator: DESE license holders
 - All other School Personnel
- When you are asked to provide a "Provider ID" please enter: 05400000 and then click “Add Provider”
- Verify Valley Collaborative has populated and select “Save and Continue”
- On the next screen, enter a zip code closest to you in Massachusetts to determine the closest fingerprinting location.
- The next series of screens will ask you to select a location and time, then input your date of birth
- You must then complete the Consent and Release screen
- You will be asked to complete personal demographic fields before submitting the form
- The fee is **\$55** for staff who hold a position which requires a DESE license and **\$35** for those who hold positions that do not require a DESE license. You can pay with a credit card while online or pay when you arrive to the fingerprint center.
- Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.

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 Human Resources at 978-528-7801. If you have any questions with the Identogo website, please call (866)349-8130.