



Dudley-Charlton Regional School District
68 Dudley-Oxford Road
Dudley, MA 01571

Phone: (508) 943-6888
Fax: (508) 943-1077
www.dcrsd.org

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT SAFIS Information

(State Applicant Fingerprint Identification System)

In September 2013, Governor Patrick signed into law, Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks." This law expands on what we as public schools already do with Criminal Offender Record Information (CORI) checks. It requires a fingerprint-based state and national criminal record check for all school employees, student teachers and substitute teachers.

The State Applicant Fingerprint Identification System (SAFIS) MorphoTrust USA Identogo™ has been created for implementing this system. MorphoTrust has opened a new location on April 8, 2022 to collect fingerprints at 28 Town Forest Road – Unit A, Webster, MA 01570.

Newly hired employees must be fingerprinted prior to the start of employment.

To register:

<http://www.identogo.com/FP/Massachusetts.aspx>

Select Online Scheduling and follow the instructions.

Or by phone at (866) 349-8130

You will be required to provide the Dudley-Charlton Regional School District DESE Organization Code: **06580000**.
(also called Provider ID Number)

If you are working in one of our schools, please use the following codes which apply to the specific building that you work in:

Shepherd Hill: 06580505

Dudley Middle School: 06580305

Charlton Middle School: 06580310

Dudley Elementary School: 06580005

Heritage School: 06580030

Mason Road School: 06580010

Charlton Elementary School: 06580020

*If you work in multiple buildings, please use the Main Organization Code: **06580000**

Individuals will pay a fee to comply with this requirement:

\$35 – Non-licensed employees

\$55 – DESE Licensed Professionals

Substitute teachers are school employees under the law and, therefore, must submit their fingerprints for the state and national background checks. If a substitute teacher holds an educator license issued under M.G.L. C. 71, §38G, the fee will be \$55. Otherwise, the \$35 fee will apply.

When you have completed your fingerprinting, you will be provided with a receipt. You **must return a copy** of this receipt to Cheryl Kozub or Celeste Andrade in the Superintendent's Office. This serves as confirmation that fingerprints were captured.

For more information please visit:

[SAFIS Program Registration Guide](#)

<http://www.malegislature.gov/Laws/SessionLaws/Acts/2013/Chapter77>

If you have further questions, please contact:

Cheryl Kozub, Executive Assistant to the Director of Finance/Operations, ckozub@dcrsd.org

Celeste Andrade, Executive Assistant, candrade@dcrsd.org

