

MEMORANDUM

TO: Greater Lawrence Technical School - Prospective Employees
FROM: Human Resources
RE: Massachusetts Law - Fingerprinting for School Employees

Welcome to Greater Lawrence Technical School! You are receiving this memo in preparation for your appointment to be hired into the district. Per M.G.L. c. 71 § 38R and Chapter 77 of the Acts of 2013, all school employees are required to submit fingerprints for the national criminal background check. You are mandated to make an appointment to schedule your fingerprint session prior to beginning employment.

Please visit <https://www.identogo.com/locations/massachusetts> to register for a date, time and location to have your fingerprints taken. You will want to select "Digital Fingerprinting," and then "Schedule a New Appointment."

- Select Pre-K-12th Grade Education (ESE) from the drop-down menu for "Agency/Sector"
- Select either "Licensed Educator" or "All Other School Personnel"
 - The fee is **\$55** for Licensed Educators and **\$35** for those who hold positions that do not require a D.E.S.E. license.
- The "Provider ID" for G.L.T.S. is **08230000**
 - If there are other districts that you would like to have the results sent to (up to 10), here is where you would "Add Another Provider" otherwise just confirm the information as:
Greater Lawrence Regional Vocational Technical, 57 River Rd, Andover, MA 01810
- Select location by entering a zip code or choosing a region

Once you select your location, you will be able to continue with scheduling an appointment. Be sure to follow all on screen instructions to complete the process, and print out any documentation (if required) for your appointment.

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 me at 978-686-0194, ext. 1029.

For more information about the national criminal background checks, please visit the following website: [Massachusetts Department of Elementary and Secondary Education](#)



Greater Lawrence Technical School
57 River Road, Andover, MA 01810
978-686-0194 • Fax: 978-681-7783
www.glts.net

"Greater Lawrence Technical School is an Equal Opportunity Employer"