

# National Criminal Background Check Fingerprinting

On January 10, 2013, Governor Patrick signed into law H.430, *An Act Relative to Background Checks*. This crucial legislation, aimed at enhancing school safety, now mandates all public school employees in Massachusetts to undergo fingerprint-based state and national criminal background checks. *An Act Relative to Background Checks*

Fingerprints are available through Iden, the state-designated fingerprinting vendor, which continues to add locations and hours. Consult the [IdentoGo registration website](#) for the latest information.

The [Staff Advisory](#) outlines all school employees' steps to comply with the new law. There are no exceptions to the national background check law. The Staff Advisory includes an overview of the fingerprinting process, FAQs, fingerprinting process steps, cost, and appointment scheduling information. Please contact Damany Gordon in the Human Resources Office at (413) 362-1872 with any questions regarding this process.

---

To have your [fingerprints](#) checked, you will need the following:

Step 1 - **Go to the IdentoGO** website & click on [Massachusetts](#).

Step 2 - Click **Digital Fingerprinting** and select agency/sector from the list: **Pre-K-12th Grade Education (ESE)**. Online Scheduling or call 866.349.8130. You will need the **provider id** when you register.

School District	Code
Amherst Public School District	00080000
Amherst-Pelham Regional School District	06050000
Pelham Public School District	02300000

Step 3 - Make a note of your registration confirmation number and bring the number with you to your scheduled appointment.

Step 4 - **Go to your scheduled appointment.** Please note that you may not be able to use cash to pay for fingerprinting. The site that you select may only be able to accept a check/money order or a credit/debit card as payment.

Step 5 - Keep the receipt provided to you when fingerprinting and send a copy to Human Resources. Each receipt has a unique tracking number that is required for follow-up.

Because this is a requirement of employment, you should immediately make an appointment with Identogo as instructed. We hope the district will receive the fingerprinting results before the start of school. If you have any questions, please email [humanresources@arps.org](mailto:humanresources@arps.org).

I acknowledge my responsibility to have my fingerprints checked before I am offered a contract.