



Ipswich Public Schools

Dr. Brian J. Blake
Superintendent of Schools

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FINGERPRINT BASED BACKGROUND CHECK

The following details should provide you with all the information you need to satisfy the fingerprinting requirement:

The first step is to register online at www.identogo.com/FP/Massachusetts.aspx for an appointment to have your fingerprints taken. The website also provides a list of locations in Massachusetts for you to browse before starting the appointment process. The second step requires you to go to a location to physically have your fingerprints taken.

When you are online registering, you will be asked to provide a **“Provider ID”**, please use the applicable school codes (noted below). If you work in more than one school, after entering your first Provider ID you will have to click the **“Add Another Provider”** button until you have entered all your Provider ID’s. Employees who work in multiple school districts can list up to ten (10) school codes; those districts will also receive a copy of your fingerprint results.

- **Ipswich School District** -

Middle School	01440305	High School	01440505
Doyon School	01440007	Winthrop School	01440015
Central Office	01440000		

- **If you work in multiple schools** – You will need to list the codes for all the schools where you work or expect to work

When you have finished entering all of your Provider ID numbers, click **“Go”**.

When you are asked about **“Applicant Employer Information”** please enter **Ipswich Public Schools** The Employer Phone Number, Address and Contact information for all four (4) schools will be the same:

- **Phone number:** 978-356-2935
- **Address:** One Lord Square, Ipswich MA 01938
- **Contact Name:** Laura Hillery (lhillery@ipsk12.net)

After you have entered all the required information, please **print the confirmation page and note the acceptable forms of identification required – you will need to bring both of these with you to your appointment.**

The fee is **\$55.00** for any employee that holds a DESE license, regardless of your present assignment, and **\$35.00** for a non-license holder. You can pay with a credit card while online or pay by personal check **only** when you arrive at the fingerprint center.

For more information, you can review the *Statewide Applicant Fingerprint Identification Services (SAFIS) Program Registration Guide for Pre-K-12th Grade Education (ESE)* online or visit your school office to review a copy.