To: New Employee/Volunteer

From: Stacy Stewart

Re: National Fingerprint Instructions

- Go to www.identogo.com
- Click on Get Fingerprinted
- Choose Massachusetts
- Click Digital Fingerprinting
- Choose Schedule a new Appointment
- Choose PreK-12th Grade Education (ESE)
- Choose either Certified Staff (anyone with DESE Certification) or All Other School Personnel
- Confirm Choice
- Provider ID 06720000
- Enter Zip Code to Determine Finger Printing Location or Choose an area
- Choose a location and date to see the schedule
- Continue on with remaining website instructions.

For more information regarding national criminal background checks, please visit http://www.mass.gov/eopss/agencies/dcjis/