



FINGERPRINTING PROCEDURE

This service is fee based
All certified staff will be charged \$55.00
Non-certified staff will be charged \$35.00

If you have not had your prints taken for a MA public school within 7 years,
please schedule an appointment online <http://identogo.com/FP/Massachusetts.aspx>
or
by phone at 866-349-8130

YOU MUST HAVE A BOOKED APPOINTMENT

ONLINE PROCESS:

Click on the box "Digital Fingerprinting"

- > "Schedule a New Appointment."
- > Under Agency/Sector- choose "PreK-12th Grade Education (ESE)"-click "go."
- > Confirm your agency
- > At the next screen choose either:
 "Licensed Educator" or "All Other School Personnel"-click "go."

Provider ID: enter **01680000**

LETTERS OF SUITABILITY PROCESS:

Have you been fingerprinted for another Massachusetts public school?
Were you fingerprinted at an IdentoGo approved location?
Were you fingerprinted under 7 years ago?

If you answered yes to these questions, please have the sending district send a letter of fingerprint suitability emailed to hr@marbleheadschoools.org