



WILMINGTON PUBLIC SCHOOLS

146 Middlesex Avenue | Wilmington, MA 01887
Tel: (978) 694-6000 Fax: (978) 694-6005

TO: New Employees/Student Teachers/Contract Employees
FROM: Human Resources
RE: Fingerprinting Information

The Commonwealth of Massachusetts, in order to protect children, requires that school officials obtain criminal background information to determine the suitability of current and prospective employees. This information is obtained through two sources: the CORI (Criminal Offender Record Information) system, which stores information on Massachusetts criminal history; and the SAFIS (Statewide Applicant Fingerprint Identification Services) program, which conducts fingerprint-based background checks through the FBI's national criminal history database.

As a new employee of the Wilmington Public Schools, you will be asked to consent to a CORI check, which will be repeated every three years, and get fingerprinted through the SAFIS program. Your employment is conditional upon a determination by the Superintendent of Schools that based on the results of your criminal background history checks, you are suitable for employment in the Wilmington Public Schools. Results of your state and national criminal history background checks may impact your continued employment.

Please go to the registration website, <http://www.identogo.com/FP/Massachusetts.aspx>, to register for a fingerprinting appointment at one of the locations. Please get fingerprinted within 14 days of the start date of your employment. Detailed instructions for registering are included in this letter.

You can also learn more about the process by visiting the Wilmington Public Schools website: <https://www.wpsk12.com>, under "Staff", select "Staff Doc & Forms" and there, under "Staff Docs" you will find the *SAFIS Registration Guide* as well as the *SAFIS How to Change, Correct or Update your National Criminal History Record Response* form.

When you register online you will be required to provide the **Wilmington Public Schools ESE Organization Code: 03420000** (substitutes and student teachers may provide up to 10 districts' organization codes to eliminate the need to pay the fee multiple times).

You must register under the Wilmington Public Schools District; do not provide an individual school code, just the Wilmington district code. When completing the online registration, please enter the following information for the District as your employer:

- **Provider ID: 03420000**
- Wilmington Public Schools District
146 Middlesex Avenue
Wilmington, MA 01887
Phone 978-694-6000

Unlike state CORI checks that have no associated fee, individuals will pay a fee to comply with this requirement; \$35.00 for non-licensed employees and \$55.00 for DESE Licensed Professionals (including those with pending applications/licenses).

Upon completion of your registration, you will receive an **IdentoGo™ Registration ID Number** which you should retain for your records. This number is different from your payment confirmation number when you pay on-line.

You are also required to bring an acceptable form of identification to your appointment. A valid, unexpired driver's license from any US state or territory is acceptable. Alternate forms of acceptable identification are listed in the SAFIS Registration Guide. Fingerprints will not be taken without acceptable identification presented at your fingerprinting appointment.

At the conclusion of your fingerprinting appointment, you will be provided with a fingerprint receipt. Please keep this receipt for your records. Thank you in advance for your cooperation.

New hires who have had fingerprints taken from a prior district do not need to go through the fingerprint process again if a **suitability determination letter** is sent to Human Resources within 14 days after the date of hire. It is the employee's responsibility to request a letter be sent to our district. It can be emailed to:

jocelyn.hekkala@wpsk12.com

or mailed to:

**Wilmington Public Schools
Attention Joyce Hekkala
146 Middlesex Avenue
Wilmington, MA 01887**