Dudley-Charlton Regional School District
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DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT
SAFIS Information

(State Applicant Fingerprint Identification System)

In September 2013, Governor Patrick signed into law, Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks." This law expands on what we as public schools already do with Criminal Offender Record Information (CORI) checks. It requires a fingerprint-based state and national criminal record check for all school employees, student teachers and substitute teachers.

The State Applicant Fingerprint Identification System (SAFIS) MorphoTrust USA IdentoGoTM has been created for implementing this system. MorphoTrust has opened a new location to collect fingerprints at 850 Southbridge Street, Suite 4, Auburn, MA 01501.

Newly hired employees must be fingerprinted **prior to the start of employment**.

To register:
http://www.identogo.com/FP/Massachusetts.aspx
Select Online Scheduling and follow the instructions.
Or by phone at (866) 349-8130

You will be required to provide the Dudley-Charlton Regional School District DESE Organization Code: **06580000**.
(also called Provider ID Number)

If you are working in one of our schools, please use the following codes which apply to the specific building that you work in:

Shepherd Hill: 06580505
Dudley Middle School: 06580305
Charlton Middle School: 06580310
Dudley Elementary School: 06580005
Heritage School: 06580030
Mason Road School: 06580010
Charlton Elementary School: 06580020
*If you work in multiple buildings, please use the Main Organization Code: **06580000**

Individuals will pay a fee to comply with this requirement:

$35 – Non-licensed employees
$55 – DESE Licensed Professionals

Substitute teachers are school employees under the law and, therefore, must submit their fingerprints for the state and national background checks. If a substitute teacher holds an educator license issued under M.G.L. C. 71, §38G, the fee will be $55. Otherwise, the $35 fee will apply.

When you have completed your fingerprinting, you will be provided with a receipt. You **must return a copy** of this receipt to Celeste Andrade in the Superintendent's Office. This serves as confirmation that fingerprints were captured.

For more information please visit:

SAFIS Program Registration Guide
http://www.malegislature.gov/Laws/SessionLaws/Acts/2013/Chapter77



If you have further questions, please contact:

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