

On January 10, 2013, former Governor Deval Patrick signed into law *An Act Relative to Background Checks* (M.G.L. Chapter 459 of the Acts of 2012). Unlike CORI, this background check examines criminal activity in all states including Massachusetts. The nation criminal background check requires a fingerprinting of all employees in K-12 school systems.

The Commonwealth has contracted with a third party provider, MorphoTrust USA Identogo. To complete the fingerprinting process, please follow these steps:

1. Go to the Identogo website and select a fingerprinting processing site from the list provided. The website is: <http://www.identogo.com/FP/Massachusetts.aspx>
2. Register for the date, time and location of your choice. Payment can be made online or in person. The fee for licensed educators and specialists is \$55 and the fee for all other personnel is \$35.¹
3. During registration you will be asked to provide a provider identification code. Please select one of the following:

Albert S. Woodward Memorial School	02760050
Algonquin Regional High School	07300505
Fannie E. Proctor Elementary School	02130015
Lincoln Street Elementary School	02130003
Margaret A. Neary School	02760020
Marguerite E. Peaslee Elementary School	02130014
Marion E. Zeh Elementary School	02130020
Mary E. Finn School	02760008
Northborough District	02130000
Northborough-Southborough District	07300000
P. Brent Trotter Middle School	02760305
Robert E. Melican Middle School	02130305
Southborough District	02760000

4. You will be required to show an acceptable form of identification. Please review the attached list.
5. Bring or send a photocopy of the receipt that is issued when you are fingerprinted to Elaine Chisholm at the Central Office. This step should not be skipped, it allows Central Office staff to know when a background check has not been returned to the district and we can follow-up directly with the State.

Please note that according to State requirement, the District is responsible for insuring that all employees have been fingerprinted. The District cannot guarantee continued employment if this mandated requirement is not met.

Additional information may be found on the Executive Office of Education's website at

<http://www.mass.gov/edu/birth-grade-12/early-education-and-care/laws-regulations-and-policies/background-records-check-regulations-and-policies/frequently-asked-questions-regarding-background-checks.html>

¹ Please note that this Mass General Law mandates fingerprinting as a condition of continued employment by a school district. No funds have been received by the local district for any activity related to the fingerprinting cost.