

# Background Check Requirements



**Buker Elementary**

**Cutler Elementary**

**Winthrop Elementary**

**HW Middle School**

**HW High School**



**Knowledge**



**Responsibility**



**Respect**



**Excellence**

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

## CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

**HAMILTON WENHAM REGIONAL SCHOOL DISTRICT (HWRSD)** is registered under the provisions of M.G. L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, and volunteers.

As a prospective or current employee, subcontractor, or volunteer, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to **HWRSD** to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing **HWRSD** written notice of my intent to withdraw consent to a CORI check. Once CORI results are received by **HWRSD** the results are valid for three (3) years at which time I will need to complete another CORI acknowledgement form for verification.

FOR EMPLOYMENT (Applicant, Employee or Contracted Service) or VOLUNTEER PURPOSES ONLY: the **HWRSD** may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, **HWRSD** notify me in writing that additional checks will be done.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**CORI conducted for:**

- |   |                                     |
|---|-------------------------------------|
| <input type="radio"/> Current Employee    | <input type="radio"/> Substitute    |
| <input type="radio"/> New Hire/ Applicant | <input type="radio"/> Subcontractor |
| <input type="radio"/> Volunteer           | <input type="radio"/> Other: _____  |

School/Department Location and Position: \_\_\_\_\_

**SUBJECT INFORMATION:** (\* denotes required field)

*Last Name _____	*First Name _____	Middle Initial _____	Suffix _____
Maiden Name (or other name(s) a.k.a) _____	*Date of Birth (MMDDCCYY) _____	*Last <b>SIX</b> of your Social Security # _____	
*Sex: _____	Race: _____	Telephone # _____	
Father's Last Name _____	Father's First Name _____	E-mail Address _____	
Mother's Last Name _____	Mother's First Name _____	Mother's Maiden Name _____	

**Current Demographics:** \_\_\_\_\_

Street	City/Town	State	Zip Code
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Name: (last, first) \_\_\_\_\_

Page 2 CORI

***Office Use Only:***

The information provided on Page 1 of the CORI Acknowledgment form was verified by reviewing the following form of government-issued identification (a copy of the identification is attached to the CORI Request):

Document Name

Document Issuer

Document #

Document Expiration Date

VERIFIED BY:

\_\_\_\_\_  
Name of Verifying Employee (Please Print)

\_\_\_\_\_  
Signature of Verifying Employee

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## National Criminal Fingerprinting Background Check

The Governor signed into law the requirement for all public school employees to have a national criminal background check. Unlike CORI, this check will examine criminal activity in all states including Massachusetts. If you have not already done so, please assure that you have your fingerprints taken prior to your start date.

You are receiving these instructions because in addition to a CORI check, you are required to submit your fingerprint for the national criminal background check. The instructions below will help guide you through the registration process, however, if you have questions please refer to the links below:

- SAFIS Registration Guide at: [http://www.sbrsd.org/uploads/1/0/9/6/1096611/safis\\_registration\\_guide.pdf](http://www.sbrsd.org/uploads/1/0/9/6/1096611/safis_registration_guide.pdf)
- Acceptable Forms of Identification at: <http://www.l1enrollment.com/state/forms/ma/52a74f4e4a560.pdf>
- How to Change, Correct or Update your National Criminal History Record Response at: <http://www.mass.gov/eopss/agencies/dcjis/procedure-for-correcting-a-state-or-national-criminal-record.pdf>

### The fingerprint process requires two steps.

1. Register online for an appointment to have your fingerprints taken by visiting <http://www.identogo.com/FP/Massachusetts.aspx> and select date, time and location to have your fingerprints taken. **(Please read important notes below before registering.)**
2. Go to the physical location that you registered for and have your fingerprints taken.

### NOTES:

- When registering, you are given 5 choices of agencies/sectors, you must choose **PreK-12 Grade Education** (This is very important! If you choose the incorrect agency/sector, you will be required to get them taken again and be charged again). The FBI released the following statement:  
***“Recently, a number of applicants selected MassDOT/RMV in error. Per FBI policy, the applicant will be required to schedule another fingerprint appointment at a cost.”***
- When you are asked to provide a "Provider ID" please use the following code for the **Hamilton-Wenham Regional School District: 06750000**.
- The fee is \$55 for staff who hold a DESE license and \$35 for those who do not have a DESE license. You will need to pay with a credit card while online or elect to bring in a personal check on the day of your appointment.
- After you register, PRINT the confirmation page and note the identification you will need to bring with you to the fingerprinting center.
- Keep a COPY of your scheduled appointment confirmation and the receipt showing proof of having fingerprints taken and return these to Janell Carleo @[j.carleo@hwschools.net](mailto:j.carleo@hwschools.net)
- If you have PREVIOUSLY HAD FINGERPRINTS done for another District, you may contact the Human Resources department at that District and request that a Suitability Determination be sent to HWRSD, Att: Janell Carleo at [j.carleo@hwschools.net](mailto:j.carleo@hwschools.net). If the other District provides a Suitability Determination to us, you will not have to have your fingerprints taken again. If the other District will not provide a Suitability Determination to us, you will have to have fingerprints taken again.

Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions, please feel free to contact Janell Carleo at (978) 626-0902 or at [j.carleo@hwschools.net](mailto:j.carleo@hwschools.net)

**MGL Chapter 459 of the Acts of 2012  
An Act Relative to Background Checks**

On January 10, 2013, Governor Deval Patrick signed into law G.L. Chapter 459 of the Acts of 2012, An Act Relative to Background Checks. The new law requires all newly hired school employees in Massachusetts, beginning in the 2013-2014 school year, to submit to national fingerprint-based criminal background checks in addition to state CORI checks.

The Commonwealth is developing regulations, policy and procedures to meet the requirements of this new law. As of today, a system is not yet in place for school employers to conduct a national fingerprint-based criminal background check.

As a new employee of the Hamilton Wenham Regional School District, you will be subject to a Massachusetts criminal background check (CORI), which must be completed before you may begin work. In addition, you will be required to submit to a national criminal background check by submitting your fingerprints when that system is available. The Executive Office of Public Safety and Security and the Department of Criminal Justice Information Services, working with the Executive Office of Education, the Department of Elementary and Secondary Education, and the Department of Early Education and Care, are in the process of establishing the procedures for taking fingerprints, submitting them to the national database and returning reports to school employers. Under c. 459, the individual employee or prospective employee is responsible for the cost of the national criminal background check.

Your continued employment in the Hamilton Wenham Regional School District is conditioned upon completion and assessment of a national criminal background check as well as the state CORI check already completed.

Please sign below indicating your understanding and acknowledgement of these conditions of employment and the required national criminal background check.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For more information regarding national criminal background checks, please visit:

<http://www.mass.gov/eopss/agencies/dcjis/>

It is the policy of the Hamilton-Wenham Regional School District not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age, or disability in its education programs, services, activities or employment practices.

**Knowledge • Responsibility • Respect • Excellence**

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