



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## 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 SAFIS 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 fingerprints for the National Criminal Background Check. The instructions below will help guide you through the registration process.

- SAFIS Registration Guide at: <https://www.mass.gov/doc/safis-registration-guide-massachusetts-department-of-elementary-and-secondary-education-dese/download>
- Acceptable Forms of Identification at: [https://www.identogo.com/uploads/general/MA\\_SAFIS\\_AcceptableFormsofID\\_04012017\\_003.pdf](https://www.identogo.com/uploads/general/MA_SAFIS_AcceptableFormsofID_04012017_003.pdf)
- How to Change, Correct or Update or National Criminal History Record Response at: <https://www.mass.gov/files/2017-06/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: <https://www.identogo.com/statepartners> 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 are 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 have them taken again and you will 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. You will need to pay with a credit card while online or elect to bring 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 site.
- Keep a COPY of your scheduled appointment confirmation and the receipt showing proof of having fingerprints taken. You may need this receipt for proof if fingerprints are not received.

If you have previously had SAFIS Fingerprints taken for another School District in Massachusetts, contact the Human Resources Department of that District and request that a **SUITABILITY DETERMINATION** be sent to [l.coults@hwschools.net](mailto:l.coults@hwschools.net) If the District provides Hamilton-Wenham with a **SUITABILITY DETERMINATION** you will not have to be re-fingerprinted.

Thank you very much for your cooperation in securing a timely appointment for your SAFIS fingerprints. If you have any questions, please contact Lisa Coultts at (978)626-0915 or [l.coults@hwschools.net](mailto:l.coults@hwschools.net)

**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.