



**Re: *Fingerprinting Requirements for Public School Employees:  
Implementation of MGL Chapter 77 of the Acts of 2013***

In September 2013, Chapter 77 of the Acts of 2013, “An Act Relative to Background Checks” was signed into law. This new law expands the Criminal Offender Record Information (CORI) checks currently used in our schools. Specifically, it requires a fingerprint-based state and national criminal record check for all school employees. The State Applicant Fingerprint Identification System (SAFIS) MorphoTrust USA IndentoGo™ has been created for this purpose.

Currently, MorphoTrust USA IndentoGo™ enrollment centers are available in several locations throughout the state. Additional details regarding the locations, including hours of operation, are available on the registration website. The Commonwealth continues to work with their fingerprinting vendor, MorphoTrust, to set up an additional 25 enrollment centers across the state over the next few months.

- **All new hires are required to register either online at <http://www.identogo.com/FP/Massachusetts.aspx>, select Online Scheduling, or by phone at (866) 349-8130 for a fingerprinting appointment at one of the available enrollment centers.**

On our website, [www.whrsd.org](http://www.whrsd.org) <https://whrsd.org/cms/One.aspx?portalId=18535568&pageId=20049775>, you will find the Statewide Applicant Fingerprint Identification Services (SAFIS) Program Registration Guide for Pre-K-12<sup>th</sup> Grade Education (ESE) as well as the SAFIS-FORM-004: How to Change, Correct or Update your National Criminal History Record Response paperwork.

- You will be required to provide **Whitman-Hanson Regional School District and ESE Organization Code: 07800000**. (Substitutes and Student Teachers may provide up to 10 districts organization codes to eliminate the need to pay the fee multiple times.)
- Unlike state CORI checks that have no associated fee, individuals will pay a fee to comply with this requirement of **\$35.00** for non-licensed employees and **\$55.00** for DESE Licensed Professionals (including those with pending applications/licenses).
- Substitutes are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c.71, § 38G, they will pay the \$55 fee; otherwise, they will pay the \$35.00 fee.
- You will be provided with a fingerprint receipt. A copy of this receipt must be returned to Michelle Lindberg in the Office of the Superintendent as a confirmation that the fingerprints were captured.
- Do not list the individual school location. You must register under the Whitman-Hanson Regional School District. When completing the online registration, please enter the following information for the District as your employer:
  - Provider or Organization code 07800000
    - Whitman-Hanson Regional School District, 610 Franklin Street, Whitman MA 02382
    - Phone 781-618-7412, Jeffrey Szymaniak, Superintendent of Schools

For more information please visit: <http://www.mass.gov/edu/2013newsupdates/frequently-asked-questions-regarding-background-checks.html>; or <http://www.malegislature.gov/Laws/SessionLaws/Acts/2013/Chapter77>.

If you have any further questions, please contact Michelle Lindberg, Executive Assistant to the Superintendent of Schools, at [michelle.lindberg@whrsd.org](mailto:michelle.lindberg@whrsd.org). Thank you in advance.