

## Amherst, Amherst-Pelham Regional and Pelham Public Schools

### National Criminal Background Check Fingerprinting

Staff Advisory – FALL 2014-2015

#### What are the new National Criminal Background Check Regulations?

- ❖ On January 10, 2013, Governor Patrick signed into law H. 4307, *An Act Relative to Background Checks*. The new law requires all public school employees in Massachusetts to submit to fingerprint-based state and national criminal background checks. <https://malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter459>. Fingerprinting does not replace CORI checks which occur at the time of hire and every three years thereafter.
- ❖ Under the new law, all *newly hired* school employees, hired after July 1, 2013, are required to submit their fingerprints for state and national criminal history checks by June 30, 2014. All *current or existing* school employees will be required to submit to fingerprint-based background checks on a planned phased-in schedule starting next school year, 2014-2015. Fingerprinting Information will be sent to employees hired before July 1, 2013 later this school year by Human Resources which will include the phase-in schedule. Please contact [humanresources@arps.org](mailto:humanresources@arps.org) with your fingerprinting questions.
- ❖ Public school employees are teachers, paraeducators, clerical staff, administrators, custodians, van and bus drivers, coaches, sporting event officials, special event staff, substitutes, seasonal help and consultants paid by one or more of the districts. There are no exceptions.
- ❖ The vendor selected by the State of Massachusetts to do the fingerprinting is MorphoTrust USA. Their web address is: [www.indentogo.com](http://www.indentogo.com)

#### OVERVIEW OF FINGERPRINTING PROCESS:

|   |  |  |  |  |
|---|--|--|--|--|
| Register for your fingerprinting appt. via website or phone.866.349.8130 <a href="http://www.indentogo.com">www.indentogo.com</a> You will need the school district code when you register. | Bring approved ID to your appointment and have fingerprints taken. Get a receipt from MorphoTrust. | After your appointment send a copy of your receipt to Human Resources. | The results from your finger print/national criminal record check are sent to MA Dept. of Criminal Justice for review. | Results are returned to the district(s) identified by you during the fingerprint registration process. |
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#### FAQs

1. **How is this different from CORI?** Fingerprinting is a ONE TIME event, CORI is every three years. Fingerprinting reports all arrests nationwide and CORI reports only Massachusetts arrests.
2. **How much does it cost?** \$55 for school employees that hold a DESE license and \$35 for all others (i.e., school secretaries, custodial staff, van and bus drivers, independent contractors etc.) Employees are personally responsible for payment of fingerprinting cost.
3. **May I go to my local police station to submit my fingerprints for the state and national criminal history checks?** No. The state requires you use the selected vendor. The vendor selected to do the fingerprinting in Massachusetts is MorphoTrust USA.
4. **How will my employer know the results of my fingerprint report?** Results are returned to your employer in a secured electronic format. The results are confidential and only accessible by a designee of the Superintendent.
5. **What if I am employed by multiple school districts?** You may identify up to ten employers to receive the results of your finger prints. The district and school codes for Amherst Public, Amherst-Pelham Regional and Pelham Public School Districts can be found on the Code Chart on page 2 of this advisory.. Please be sure of the district/school location in which you are employed. Contact Human Resources if you have a question regarding your district or school code.
6. **Can I provide a prior fingerprint report that I already had done as the result of fire arms permit or military service?** No, the Department of Justice has determined that a prior report is not acceptable.

FOR ADDITIONAL FAQs <http://www.mass.gov/edu/2013newsupdates/frequently-asked-questions-regarding-background-checks.html>

Website for Information & to Register:

<http://www.identogo.com/BookanAppointment.aspx>

**Fingerprinting Steps:**

|            |  |
|------------|--|
| Step One   | Go to the Identogo website & click on Massachusetts: <a href="http://www.identogo.com/BookanAppointment.aspx">http://www.identogo.com/BookanAppointment.aspx</a>   |
| Step Two   | Click on Online Scheduling or call 866.349.8130.<br>You will need a credit/debit card to pay the fee if you schedule your appointment online. Employee is responsible for payment.<br><ul style="list-style-type: none"><li>❖ Cost: \$55.00 for all Massachusetts Department of Elementary and Secondary (MA DESE) license holders.</li><li>❖ \$35.00 for non-MA DESE license holders.</li></ul> You will also need your school district code(s). See Code Chart on page 2 of this advisory. |
| Step Three | Make note of your registration confirmation number and bring the number with you to your scheduled appointment.  |
| Step Four  | Go to your scheduled appointment. Please note that you may not be able to use cash to pay for finger printing. The site that you select may only be able to accept a check/money order or a credit/debit card as payment. Hold onto the receipt provided to you at the time of finger printing and send a copy of it to Human Resources. Each receipt has a unique tracking number on it that is required for follow-up.   |

**IMPORTANT FINGER PRINT SCHEDULING INFORMATION**

Locations: To view the current list of fingerprinting locations:  
<http://www.l1enrollment.com/locations/?st=ma>

Additional finger printing sites will open in the near future. Please consider waiting to see if an enrollment center opens or is scheduled to open that is more convenient for you. However, if you were hired to work in the district after July 1, 2013, your fingerprints must be submitted by June 30, 2014.

The Massachusetts Department of Elementary and Secondary Education (DESE) will be announcing a phased in schedule for the purpose of obtaining finger prints for all staff hired before July 1, 2013 later in the 2014-2015 school year. Human Resources will notify you of the phase in plan when it becomes available.

**Rescheduling & Refunds:** There are specific conditions for refunds and missed appointments.

The link to the reschedule and refund policy is: <https://ma.ibtfingerprint.com/?static=1&page=refundpolicy>

**Code Chart- Fingerprint Employer Code**

| School District                         | Code     |
|---|----------|
| Amherst Public School District          | 00080000 |
| Amherst-Pelham Regional School District | 06050000 |
| Pelham Public School District           | 02300000 |