



DIOCESE of FALL RIVER

CATHOLIC SCHOOLS ALLIANCE

INSTRUCTIONS FOR FINGERPRINTING OF SCHOOL EMPLOYEES OF THE DIOCESE OF FALL RIVER

The Department of Elementary and Secondary Education (DESE) of the Commonwealth of Massachusetts issued a new set of regulations 603 CMR 51.00 in 2013 that requires a National Criminal History Check (NCHC) for **school employees** (including substitute teachers, nurses, custodians, cafeteria workers, etc.) who have direct and unmonitored contact with children. The National Criminal History Check is the process of submitting fingerprints to the FBI and Massachusetts State Police (MSP) State Identification Section to obtain state and national criminal history record information.

Who must be fingerprinted?

- **All new employees** being hired will need to be fingerprinted as part of their hiring process. Employment cannot begin without an acceptable result on the Criminal Offender Record Information (CORI) and the National Criminal History Check (NCHC).
- All employees and volunteers will continue to participate in the Criminal Offender Record Information (CORI) process.

Is there a charge for fingerprinting?

- The cost for an individual holding a Department of Elementary and Secondary Educator's license will be \$55, whether or not a license is required for employment.
- An individual who does not hold a DESE educator's license will be charged \$35; this includes teachers who hold licenses from other states.

Who will cover the cost of the fingerprinting?

- Payment for the National Criminal History Check must be made by the individual at the time of registration. Online payment options include credit cards and e-check. Onsite payments must be made by check or money order.
- Each school will reimburse all school employees for the cost of the fingerprinting. Each school will maintain and safeguard a file of the employee payment receipts.
- The employee must submit the employee payment receipt to the school for reimbursement.

How do you make an appointment for fingerprinting?

- For online registration go to www.identogo.com/FP/Massachusetts.aspx. Click on "Digital Fingerprinting" and then on "Schedule a new appointment."
- When registering for a fingerprinting appointment, available appointments during the next seven (7) days will be presented. To view future dates, click the Next Week link.
- The following 8 digit code is necessary for registration: **40000200**
- There may be instances in which an applicant is employed at more than one school or in another district. Those who have more than one Provider ID may enter each Provider ID by clicking on Add Another Provider. Up to ten (10) Provider IDs may be registered for one fee.

- In addition to registration information, the website contains information about acceptable forms of identification. Scroll to the bottom of the home page and click on “Acceptable Forms of Identification” if you have questions.
- For questions/problems relating to your fingerprinting appointment contact Idemia customer service line at 844-321-2124.

What must you bring to the fingerprinting appointment?

- Photo identification is required. You may present a valid Driver’s License, valid State Identification Card, U.S. Passport or U.S. Military Card.
- Results of fingerprinting will be sent to:

**Lynn Medeiros, Background Screening and Data Entry Specialist
SAFIS Point of Contact
Office of Safe Environment
450 Highland Avenue
Fall River, MA 02720**

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