

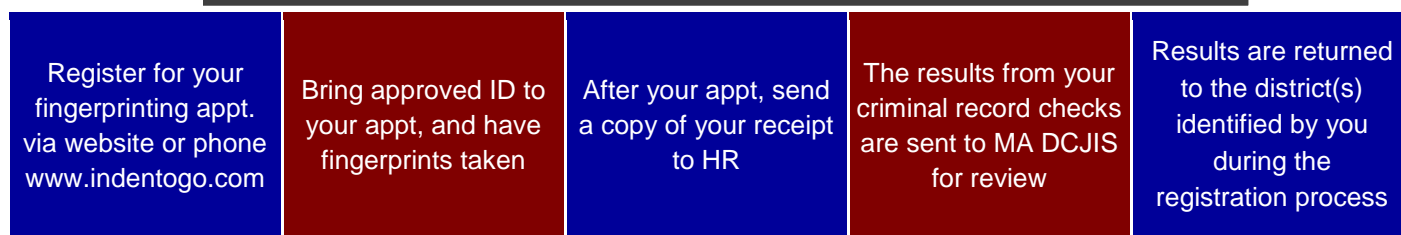
Natick Public Schools

National Criminal Background Check (Fingerprinting)

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.
- ⇒ School volunteers and subcontractors/laborers commissioned by schools to perform work on school grounds, may need to submit their fingerprints for the state national checks if asked to do so, and they must continue to submit to state CORI checks. At the discretion of the school employer, subcontractors or laborers commissioned by schools to perform work on school grounds may be required to submit both a CORI check and fingerprint-based state and national background checks.
- ⇒ Under the new law, all *newly hired* school employees are currently required to submit their fingerprints for state and national criminal history checks during the 2013-2014 school year. All *current or existing* school employees are required to submit to fingerprint-based background checks on a phased-in schedule starting next school year. More info. will follow.
- ⇒ The vendor selected to do the fingerprinting is MorphoTrust USA. Their website is: www.indentogo.com

OVERVIEW OF FINGERPRINTING PROCESS:



SELECTED FAQs

1. **How is this different from CORI?** Fingerprinting is a ONE TIME event, CORI is every three years. Fingerprinting reports all arrests nationwide. CORI reports only Massachusetts arrests.
2. **Will volunteers have to be fingerprinted?** There is no requirement that volunteers have a fingerprint check. However, a volunteer who may have direct and unmonitored contact with children may have to submit fingerprints.
3. **How much does it Cost?** \$55 for school employees that hold a DESE license and \$35 for all others (i.e., school secretaries, food service workers, building service workers, bus drivers, etc.)
4. **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.

For more FAQs:

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 this website & click on Massachusetts: http://www.identogo.com/BookanAppointment.aspx
Step Two	Click on Online Scheduling or call 866.349.8130. You will need a credit card to pay. It is \$55.00 if you hold a DESE license and \$35.00 for everyone else. You will also need your school or district code found in the March 31st email sent to you by Kelly.
Step Three	Make note of your registration confirmation number to bring to your scheduled appointment
Step Four	Go to your scheduled appointment. Bring back the receipt provided and send a copy of it to Human Resources. It has a unique tracking number on it.

IMPORTANT INFORMATION

Locations: Here is the link to view the current list of fingerprinting locations:

<http://www.l1enrollment.com/locations/?st=ma>

An additional 23 sites will open at some point in the future. You can wait to see if an enrollment center opens up that is more convenient for you. Natick, Watertown, and Wilmington are the only Metrowest sites that will be added.

According to the state, your fingerprint must be received by the district no later than June 30, 2014

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

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