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Dear MTI Student,

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 or Post Graduate students who will be in the school during the times when high school students are also there need to submit their fingerprints for the state national checks, and they must continue to submit to state CORI checks.

There are several locations where you can be fingerprinted and several more are being added over the next several months. **Please do not go to your local police station.** The fee is \$35 and the fingerprinting is a one-time event which is good for 7 years.

The vendor selected to do the fingerprinting is MorphoTrust USA: www.identogo.com

Below is an overview of the fingerprinting process:

1. Register for your appt. via website www.identogo.com or phone 866-349-8130
 - You will be asked to select agency/sector from the list below. Choose **Pre-K-12th Grade Education (ESE)**.
 - You will be asked to indicate the applicant type. Choose **All Other School Personnel**. (Unless you hold an educator's license.)
 - During the registration process, you will be prompted to enter a Provider ID which is: **08300000**
2. Bring an approved ID to your appt. and have your fingerprints taken (*see attached Registration Guide for acceptable forms of identification – Driver's License or Passport will work*)
3. After your appt. please send a copy of your receipt to Minuteman Technical Institute
4. The results are sent to MA DCJIS (Department of Criminal Justice Information Services) for review
5. Results are returned to the district(s) identified by you during the registration process

If you hold any position where you may also work simultaneously in another public school district, you may select up to 10 other districts where you would like to have your criminal history report sent. You will need to have the Provider ID code of those other districts prior to registering for an appointment. This will require that you call the Human Resources office of those other districts to get their code.

Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions, please feel free to contact Lynne Belmer at 781-861-6500 ext. 438.

This must be completed by August 1 to ensure that you will be able to begin the program in September.

Thank you for your cooperation,