



DRACUT PUBLIC SCHOOLS
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An Act Relative to Background Checks (New Fingerprinting Law)

The State Applicant Fingerprint Identification System (SAFIS) Morpho Trust USA IdentoGo registration website schedules fingerprinting appointments at various “IdentoGo enrollment centers” located throughout Massachusetts. Registration guides and a list of IdentoGo enrollment centers can be accessed at <http://www.identogo.com/FP/Massachusetts.aspx>. The SAFIS Registration Guide for PreK-12th Grade Education (ESE) and SAFIS Form 004: How to Change, Correct or Update Your National Criminal History Record Response is available by clicking on Forms and Links.

- You may schedule your fingerprinting appointment online at: <http://www.identogo.com/FP/Massachusetts.aspx> (or by phone at 866-349-8130).
- Click the **Online Scheduling** link.
- You will be required to provide the Dracut Public Public Schools ESE Organization Code **00790000**
- The fee associated with fingerprinting is \$55 for licensed educators and **\$35 for all other**. Online payment options include credit cards and e-Checks.
- Upon completion of your registration, you will receive a Registration Confirmation Number which must be brought to your fingerprinting appointment.
- You are also required to bring an acceptable form of identification to your appointment.

Fingerprints will not be taken without acceptable identification presented at your fingerprinting appointment.

A valid, unexpired driver’s license from any US state or territory is acceptable. Alternate forms of acceptable identification are listed in the Registration Guide.

At the conclusion of your appointment, you will be provided with a fingerprint receipt. A copy of this receipt must be returned to Cynthia Curtis, Secretary to the Superintendent of Schools, in order to confirm that fingerprints were captured and until such time that the results are forwarded to the School Department.