



HINGHAM PUBLIC SCHOOLS

220 Central Street • Hingham, Massachusetts 02043

781-741-1500 VOICE • 781-749-7457 FAX

www.hinghamschools.org

Dear Prospective Employee:

In January 2013, Governor Deval Patrick signed into law the requirement for all public school employees to have a national fingerprint-based criminal background check. Unlike the Massachusetts based CORI, this check will identify criminal activity in all states including Massachusetts.

You should read through the SAFIS Registration Guide: Massachusetts Department of Elementary and Secondary Education prior to registering for an appointment. This guide will walk you through the process and is accessible through the Identogo link in the Download Forms and Links section.

The fingerprint process will require the following steps: 1) register for an appointment to have your fingerprints taken, and 2) go to that location to physically have your fingerprints taken. The actual fingerprinting process should take no more than 15 minutes and is fully digital (no ink is used). The process will be fully completed when we have received the results.

To register for the appointment, please visit <http://www.identogo.com/FP/Massachusetts.aspx>. You will register for a date, time, and location. Please select a site that is convenient for you and be sure to obtain a receipt. As you register, you will be asked to provide a "Provider ID." Hingham's codes are listed in the following table. Please use the code for the school you work in. If you work across the district or in more than one building, you may simply use just the district code. The form can contain up to ten codes; so you can include other Massachusetts schools or districts where you may work as well (ex. coaching, substitute teaching, etc.) You will need to contact that district to find out their "Provider ID". (See page 8 of the Registration Guide):

Provider IDs	
District	01310000
Hingham High School	01310505
Hingham Middle School	01310410
East Elementary School	01310005
Foster Elementary School	01310010
Plymouth River Elementary School	01310019
South Elementary School	01310020

The fee is \$55.00 for staff who has a DESE license, regardless of the position you hold in the district. The fee is \$35.00 for those who do not have or require a DESE license. You can pay with a credit card while online or pay when you arrive at the fingerprint center. **Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.**

Thank you very much for your cooperation in securing a timely appointment and completing the fingerprinting process.

For more information about the national criminal background checks, you may visit the following websites:

Massachusetts Executive Office of Public Safety and Security – www.mass.gov/eopss

Massachusetts Department of Elementary and Secondary Education – www.doe.mass.edu