



**DRACUT PUBLIC SCHOOLS**  
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*Steven Stone*  
*Superintendent of Schools*

TO: Dracut Public School Employees  
FROM: Steven Stone, Superintendent of Schools  
RE: An Act Relative to Background Checks (New Fingerprinting Law)  
DATE: July 2014

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As you may know, on January 10, 2013, Governor Deval Patrick signed into law G.L. c. 459 Acts of 2012 [An Act Relative to Background Checks]. The law requires that all school employees submit to national fingerprint-based criminal background checks, in addition to state CORI checks. **As a result, any employee who began working for the Dracut Public Schools on or after July 1, 2013 must complete the new fingerprinting-based criminal background check no later than September 3, 2014 as a condition of continued employment. No later than June 30, 2016, employees hired before July 1, 2013 must complete the new fingerprinting-based criminal background check.**

The State Applicant Fingerprint Identification System (SAFIS) Morpho Trust USA Identogo registration website is now scheduling 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-12<sup>th</sup> 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 Schools ESE Organization Code **00790000**
- The fee associated with fingerprinting is **\$55 for licensed educators** and **\$35 for all other school personnel**. 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.