

Blackstone Valley Vocational Regional School District National Criminal Background Check (Fingerprinting) Procedures

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* (i.e. hired July 1, 2013 or later) school employees are required to submit their fingerprints for state and national criminal history checks.
- ⇒ The vendor selected to do the fingerprinting is MorphoTrust USA. Their website is: www.indentogo.com

OVERVIEW OF FINGERPRINTING PROCESS:

Register for your fingerprinting appt. via website or phone www.indentogo.com

Bring approved ID & payment to your appt, and have fingerprints taken

After your appt, send a copy of your receipt to HR

The results from your criminal record checks are sent to MA DCJIS for review

Results are returned to the district(s) identified by you during the registration process

SELECTED FAQs

- How is this different from CORI?** Fingerprinting is intended to be a ONE TIME event (*unless you change jobs, new employer may request a "suitability determination" from previous employer or pay another nationwide background check. If there is a significant gap in school employment in Massachusetts, you will be required to resubmit your fingerprints for the state and national criminal history checks, prior to commencing work for a new school employer*). CORI is every three years. Fingerprinting reports all arrests nationwide. CORI reports only Massachusetts arrests.
- 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.
- What is the fee?** \$55 for school employees that hold a DESE license and \$35 for all others (i.e., secretarial, food service workers, custodial, bus drivers, etc.)
- 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.

Website for Information & to Register:

<http://www.identogo.com/BookanAppointment.aspx>

Fingerprinting Steps:

Step One	Go to this website to make an appointment: https://ma.ibtfingerprint.com
Step Two	Click on Online Scheduling or (call 866-349-8130 to set up appt.). Type in your first and last name. Select PreK-12th Grade Education (ESE) . Choose Licensed Educator or All Other School Personnel . You will need a credit card to pay or you can pay by check onsite. Fee is \$55.00 if you hold a DESE license and \$35.00 for everyone else. You will need our district DESE code: 08050000 when prompted. If you want results sent to additional school districts, you need to enter their DESE codes (located under school/district profiles on http://profiles.doe.mass.edu/) under " Add another Provider ". Be sure to enter in all REQUIRED demographic information before submitting.
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

MorphoTrust, the state's fingerprinting vendor, continues to add locations and hours. Consult the MorphoTrust website for the latest information and locations: <http://www.i1enrollment.com/locations/?st=ma>

Milford, Worcester, Natick, Leominster, and Webster locations are the closest for our staff and have evening and Saturday appointments for your convenience. If you have any questions with the website, please contact MorphoTrust USA at (866) 349-8130.

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>

If you have any questions, please contact MorphoTrust USA at (866) 349-8130.