

NORTH ATTLEBOROUGH PUBLIC SCHOOLS
Notice For all New Employees hired after July 1, 2013
Regarding National Fingerprint Based Background Check

Why do I have to get Fingerprinted?

On January 10, 2013, Governor Deval Patrick signed into law G.L. Chapter 459 of the Acts of 2012, An Act Relative to Background Checks. The new law requires all newly hired school employees in Massachusetts, beginning in the 2013-2014 school year, to submit to national fingerprint-based criminal background checks in addition to state CORI checks. It will also eventually involve all current staff members rolled out over the next two years.

As a new employee of the North Attleborough Public Schools, you will be subject to a Massachusetts criminal background check (CORI) and Sexual Offender Registry (SORI) which must be completed before you may begin work. This is accomplished when you complete your paperwork process in the Human Resources Department prior to your start date. However, the Fingerprinting process is your responsibility and is handled by a private company that has been contracted by the State of Massachusetts - **MorphoTrust**.

When do I need to have my Fingerprints processed?

As a new employee (hired anytime after July 1, 2013) you must get schedule your appointment for fingerprints as soon as you receive the job offer. Fingerprints will be required only once, unlike CORI/SORI which will be processed every three (3) years.

How do I schedule an appointment with MorphoTrust and where do I go to get this done?

The Fingerprinting process involves two steps.

1st – Go on-line to the www.identogo.com utilized by MorphoTrust.

You must first go to the website to pick a location that is nearest to you or most convenient and schedule a date and time to have your fingerprints taken. You will be asked to enter an eight (8) digit Provider ID for the School System you are working for along with the contact name and phone number the information is as follows:

AGENCY/SECTOR:	PreK – 12 (ESE)
PROVIDER ID:	02120000
EMPLOYER:	North Attleboro Public Schools
ADDRESS:	6 Morse Street, North Attleboro 02760 (508-643-2175)
CONTACT NAME:	Dr. Cheryl Butts, Director of Human Resources

If you are a substitute employee or an employee who works for multiple school systems (e.g., coach, part-time staff, etc) you may enter up to 10 school district codes at the time you are making the appointment and those systems will all receive the results. However, this **must** happen at the time you schedule your appointment otherwise you will incur additional fees if you attempt to apply more than one time. If you do not have access to a computer you may call customer service at **(866)-349-8130**.

2nd.- Appear at the location/date/time you scheduled and your fingerprints will be taken.

The fingerprint process takes only about 15 minutes, but, you may have a wait time depending on the volume of appointments at the location and time you picked. You will be given a receipt at the time of your appointment. **Hold onto that receipt as it is your only verification that the fingerprints have been processed. Please bring/mail a copy of the receipt to Human Resources as the results are sometimes delayed. The school system will receive the results directly.**

How much will the Fingerprinting process cost me and how do I pay for it?

If you are licensed by the Massachusetts Department of Elementary and Secondary Education (DESE) you will be charged \$55.00. All other non-licensed staff will be charged \$35.00. You may choose to pay on-line with a credit card on their website prior to the appointment, or, you may pay at the time of your appointment with a money order or personal check. Credit cards cannot be used if you pay at the location.

How will North Attleboro receive the results?

The results will be sent directly to the school system you designate. Due to the fact that this is the first year, the timeline is taking anywhere from 1 – 3 weeks. **Please plan ahead and get this done at the earliest possible appointment.**

Your continued employment in the North Attleborough Public Schools is conditioned upon completion and assessment of a national criminal background check as well as the state CORI and SORI check that will be completed.

If you have any questions you may receive information directly from the Massachusetts Executive Office of Public Safety and Security website or the Massachusetts Department of Elementary and Secondary Education website or you may call the North Attleboro Public Schools Human Resources Department at 508-643-2175.

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Notice Regarding National Fingerprint Based Background Check
MGL Chapter 459 of the Acts of 2012
An Act Relative to Background Checks

As a new employee of the North Attleborough Public Schools, it is your responsibility to schedule an appointment prior to your start date and **return a copy of the register receipt** to Human Resources Department as confirmation that the fingerprints have been processed.

Your continued employment in the North Attleborough Public Schools is conditioned upon completion and assessment of national criminal background check as well as the state CORI and SORI check that will be completed.

Please sign below indicating your understanding and acknowledgement of these conditions of employment and the required national criminal background check.

Printed Name

Signature

Date

For more information regarding national criminal background checks, please visit <http://www.mass.gov/eopss/agencies/dcjis/>