

TO: New Employees

FROM: Tom Lynch, Supt. of Schools

RE: Background Check Laws

As you may be aware, Governor Patrick recently signed into law Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks." All public school employees must complete a Federal Background Check via fingerprint, in addition to a CORI check. The Statewide Applicant Fingerprint Identification System (SAFIS) is being developed for this purpose. All **newly** hired employees (after Sept. 2013) are required to submit their fingerprints for state and national criminal history checks immediately. All **current** employees will be notified that they must submit to a fingerprint background check by 2016.

Please make an appointment on the SAFIS MorphoTrust USA IndentoGo registration website at: <http://www.identogo.com/FP/Massachusetts.aspx> or call 866-349-8130. Fingerprints will be electronically captured using a system known as a live-scan device and will be sent electronically to the Massachusetts State Police (MSP) for a statewide criminal history record check and the Federal Bureau of Investigation (FBI) for a nationwide criminal record check. The results are returned to the MSP and the Department of Criminal Justice Information Services (DCJIS) to disseminate to the authorized entity for review.

When you register, you will be required to provide the **Berkley Public Schools ESE Org. Code: 00270000**. You also must pay a fee that ranges from \$35 for non-licensed employees to \$55 for DESE license holders (including those with pending applications/licenses).

Substitute teachers are school employees and under the new law, must submit their fingerprints for the state and national checks. Substitutes, student teachers, subcontractors and transportation company employees may provide up to 10 district organization codes to eliminate the need to pay the fee multiple times. This is a condition of employment; there are no exceptions.

Additional info can be found at:

<http://www.mass.gov/edu/government/news/2013newsupdates/frequently-asked-questions-regarding-background-checks.html>