



KEYSTONE

EDUCATIONAL COLLABORATIVE

Hello,

As you may be aware the Governor signed into law the requirement for all public, private, charter and collaborative school employees to have a national criminal background check. Unlike CORI, this check will examine criminal activity in all states, including Massachusetts.

This document and the registration guide found at the website will help you through the registration process. The fingerprint process requires two steps. The first step is to register online at <https://www.identogo.com/> to have your fingerprints taken. The second step requires you to go to the location of your appointment to physically have your fingerprints taken. The on-line registration should take no longer than 10-15 minutes and the fingerprinting appointment will last approximately 15 minutes as well. The Massachusetts Executive Office of Public Safety and Security has contracted with Identogo to take the fingerprints and submit them to the Massachusetts State Police and FBI.

You will be given a receipt by the company who takes your fingerprints. Please hold on to that receipt for your records. Do not send that receipt to the central office. Your fingerprinting results will be sent directly to us.

Registration Process:

- Please visit the Identogo website <https://www.identogo.com/> to register for a date, time and location to have your fingerprints taken.
- Hours vary by location, but most offer evening and/or Saturday appointments. Please refer to the website for the most current list of locations.
- The fee for fingerprinting is \$55 for staff that have been issued a license/certification from the Department of Elementary and Secondary Education (DESE) and \$35 for staff that do not pose a DESE issued license/certification. You may **pay** by credit card, debit card, or e-check online or you may take a money order or cashier's check to the location on the day of your appointment. Cash and personal checks are NOT accepted.
- When asked to select the "Agency/Sector", please choose: PreK-12th Grade Education (ESE)
- When asked to enter the "Provider ID" please the following code: 05240000
- When asked to enter "Applicant Employer Information", please enter the following:
 - ✓ **Employer Name:** Keystone Educational Collaborative
 - ✓ **Employer Phone:** 978-425-0310



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- ✓ **Number:** 2
- ✓ **Street Name:** Shaker Road, Suite D215
- ✓ **Employer City:** Shirley
- ✓ **Employer State:** MA Employer
- ✓ **Zip:** 01464
- ✓ **Employer Contact Name:** John Demanche

• Remember to print your confirmation page and/or record your confirmation number to bring with you to the appointment

The Fingerprinting Appointment:

- Bring your confirmation page/number with you.
- You **must** bring an Acceptable Form of Identification to your appointment. There are **NO EXCEPTIONS**, your fingerprints will not be taken without an ID.
- A list of acceptable IDs is located on the website.
- There is no ink involved-the fingerprints are taken electronically.
- Results of the national criminal background check are generally processed and returned within 2 business days.

A detailed guide to the registration process is located on the IdentoGo website.

Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions or need help in registering for an appointment, please feel free to contact me.

Thank you,

John Demanche
Executive Director

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