

## APPLICANT FINGERPRINT IDENTIFICATION SERVICES (SAFIS) PROGRAM

### REGISTRATION GUIDE

#### REGISTERING ONLINE

To begin the registration process:

Go to <http://www.identogo.com/FP/Massachusetts>

Click the Online Scheduling link or by phone at 1-866-349-8130

#### Application Details

Indicate the applicant type: Licensed Educator or All Other School Personnel

#### Confirm Agency

Please confirm your agency is Pre-K-12<sup>th</sup> Grade Education (ESE) and you are either a Licensed Educator or All Other Personnel

(Please be aware that if you select the wrong agency and a change is required to be made at a later date, you will be required to pay the applicable fees again.)

#### Confirm Provider

Your confirmed provider is:

Hampden-Wilbraham Regional School District/**Provider ID 06800000**  
621 Main St.  
Wilbraham, MA 01095

(This is where you can include other providers. You will need provider names and ID numbers.)

#### Payment Collection

You will choose method of payment. Licensed educators fee will be \$55.00

All others will be \$35.00

Be sure you have your Driver's License from any US State or Territory for identification.

Results of the State and National fingerprint based criminal history record check are sent electronically to the employer(s) identified during the registration process.

**SEND/BRING COPY OF RECEIPT THAT INCLUDES THE DATE FINGERPRINTS WILL BE DONE TO THE SUPERINTENDENT'S OFFICE AT 621 MAIN STREET, WILBRAHAM, MA 01095.**

#### Location

Fingerprinting can be done at the address shown below or at any Identogo location.

5 Town Plaza  
372B Cooley St.  
Springfield, MA 01128