

# *Hampden-Wilbraham Regional School District*

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## **Fingerprinting Information for Volunteers**

In September 2013, Governor Patrick signed into law Chapter 77 of the Acts of 2013, which expands the Criminal Offender Record Information (CORI) checks currently used in our schools and requires a fingerprint-based state and national criminal record check.

Due to the nature of your volunteer services, per the "Fingerprinting Requirements for Public School Employees: Implementation of MGL Chapter 77 of the Acts of 2013" and the HWRSD School Committee Policy, your volunteering is subject to favorable fingerprinting results received within 30 days. Information regarding this process is on the reverse of this form for your convenience.

09-2016

(over)

*In pursuit of educational excellence, the Hampden-Wilbraham Regional School District envisions an interactive learning community of creative, passionate thinkers in a safe and healthy environment, embracing opportunities to contribute to and compete in a global society while valuing honesty, integrity, responsibility, and respect for each individual.*

## FINGERPRINT IDENTIFICATION SERVICES (SAFIS) PROGRAM REGISTRATION GUIDE

### **Registering:**

To begin the online registration process:

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

Click the Online Scheduling link and follow the directions.

Or you can also register 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 Grade Education (ESE) and you are either a Licensed Educator or **All Other Personnel**

### **Confirm Provider:**

Your confirmed provider is:

**Provider ID 06800000**

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(This is where you can include other provider information (up to ten), but you will need provider names and ID numbers.)

### **Payment Collection:**

You will choose method of payment.

The fee for Licensed Educators is \$55 and the fee for **All Others is \$35.**

### **Location:**

MorphoTrust USA IndentoGo™ fingerprinting service is now available at:

Five Town Plaza

352 Cooley Street

Springfield, MA 01128

155 Brookdale Drive

Springfield, MA 01104

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

Results of the Statewide Applicant Fingerprint Identification Services (SAFIS) record check is sent electronically to the organization(s)/employer(s) identified during the registration process.