

# Holbrook Public Schools

245 South Franklin  
Street



Holbrook, MA 02343

## STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES (SAFIS) PROGRAM

### PRE-K-12<sup>TH</sup> GRADE EDUCATION (ESE)

Massachusetts law now authorizes fingerprint-based criminal history checks for all public and private school employees, transportation providers, and designated volunteers and employees of school vendors. The Massachusetts Department of Elementary and Secondary Education (ESE), the Department of Early Education and Care (EEC), and the Executive Office of Public Safety and Security (EOPSS) have partnered with MorphoTrust USA to implement the Statewide Applicant Fingerprint Identification Services (SAFIS) Program.

#### Checklist of Process and Requirements for Statewide Fingerprint Identification Service:

- Applicant/Employee must register for a fingerprinting appointment via either the MorphoTrust USA IndentoGo<sup>TM</sup> registration website or the MorphoTrust Massachusetts Customer Service Center.

#### **MorphoTrust USA IndentoGo<sup>TM</sup> Massachusetts Registration Website:**

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

Click the **Online Scheduling** link

To see a complete list of MorphoTrust USA IndentoGo<sup>TM</sup> enrollment centers in Massachusetts, click on the **Locations** link.

To access online resources, click on **Forms and Links**

**MorphoTrust Massachusetts Customer Service Center:** (866) 349-8130

#### **Required at Registration:**

##### **Provider Identification Numbers:**

Central Office: **01330000**

John F. Kennedy Elementary: **01330018**

Holbrook Middle-High School: **01330505**

**If you work for more than one school district** each Provider Identification Number must be submitted at the time of the appointment. *Up to ten (10) Provider ID's may be submitted.*

**Fee**

The fee charged will be \$55 for licensed educators and \$35 for all other school personnel. Online payment options include credit cards and e-Check. Onsite payments must be made by check or money order.

### **Registration Confirmation**

You **MUST** bring your Registration Confirmation Number with you to your appointment.

### **Acceptable forms of Identification**

- Driver's License from any U.S. state or territory
- Valid State Identification Card from any U.S. state or territory
- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign Passport with temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa
- Foreign Passport and Form I-94 or Form I-94A
- Employment Authorization Document which contains a photograph (Form I-776)
- U.S. Military Card with identifiable photograph
- U.S. Coast Guard Merchant Mariner Document or Merchant Mariner Credential
- Transportation Worker Identification Credential
- Enhanced Tribal Card

**All documents must include an identifiable photo, the applicant's full name and date of birth. ALL DOCUMENTS MUST BE VERIFIABLE AND UNEXPIRED.**

### **Applicants Under 18 Years of Age**

If you are under eighteen (18) years of age and unable to present one of the primary identification documents listed above, you must provide an original or certified copy of a Birth Certificate issued by an authorized U.S. agency with an official seal or Certification of Birth Abroad (issued by U.S. Department of State) AND one of the following documents:

- School Identification Card (Public or Private School)
- School Record or Report Card
- Home Schooling Education Plan
- U.S. Social Security Card

Applicant has fingerprints taken at a MorphoTrust USA IndentoGo™ enrollment center. At the conclusion of your fingerprint appointment you will be provided with a receipt. **A COPY OF THE RECEIPT MUST BE PROVIDED TO CENTRAL OFFICE.**

Applicant's/Employee's fingerprints are sent electronically to the Massachusetts State Police (MSP) for a statewide criminal history record check and to the Federal Bureau of Investigation (FBI) for a nationwide criminal record check

The results of both the State and National fingerprint based criminal history record check are returned to the Massachusetts Department of Criminal Justice Information Services (DCJIS) for review

The State and National fingerprint based criminal history record check results are returned to the district or school identified by the applicant/employee during the registration process.

### Contacting Customer Service

For assistance with scheduling, rescheduling, cancelling an appointment, refunds or directions to a MorphoTrust USA Identogo™ enrollment center.

MorphoTrust Massachusetts  
Customer Service Center  
Phone: (866) 349-8130

Monday-Friday: 7:00am – 6:00pm EST

For assistance with obtaining a status or interpretation of your fingerprint-based criminal history check results.

Massachusetts DCJIS  
Phone: (617) 660-4640  
TTY: (617) 660-4606  
Email: [safis@state.ma.us](mailto:safis@state.ma.us)

NOTE: Please do not contact the Department of Criminal Justice Information Services until 72 hours have passed since your fingerprints were taken at a MorphoTrust USA Identogo™ enrollment center).

Monday-Friday: 9:00am – 5:00pm EST