

To: All Staff

From: Linda DiCecca

Re: Statewide Applicant Fingerprint Identification Services Program (SAFIS)

Effective July 1, 2013 all public and private school employees, transportation providers, designated volunteers and employees of school vendors are required to submit to fingerprint-based criminal history record checks in addition to regular scheduled CORI checks.

In an effort to avoid delays the following schedule has been established.

- All employees hired on July 1, 2014 or after will be required to pass the fingerprint-based criminal history check as part of the hiring process. New employees hired on or after July 1, 2014 will not begin working with SEEM Collaborative until they have cleared the finger-print based criminal history check.
- Employee's hired on July 1, 2013 through June 30, 2014 must pass the fingerprint-based criminal history check prior to July 1, 2014 in order to continue working at SEEM Collaborative.
- Employees who were hired prior to July 1, 2013 will be screened between September 2014 and June 2016. Further guidance will be coming later this summer, in a separate memo, regarding how we will stagger the fingerprinting to avoid overloading the system.

Attached is the Statewide Applicant Fingerprint Identification Services (SAFIS) Registration Guide which details the process each applicant/employee must follow. The applicant/employee must go to www.identogo.com/FP/Massachusetts.aspx or call Morpho Trust Massachusetts Customer Service Center toll free at (866) 349-8130 to complete the registration process and set up an appointment. A list of sites is included in this packet as well as on the website.

Please be advised that applicants/employees will be required to provide identification before they can be processed at the site. The cost for the screening is \$55 for a licensed educator and \$35 for all other school personnel. The cost of the screening is the responsibility of the applicant/employee and is not reimbursable.

Please read the Registration Guide to be sure you understand the process before registering. Failure to go through the process correctly can cause delays in the processing of your fingerprint-based criminal history record check.

Please note that there are two types of screenings.

- 1. Pre-K-12 Grade Education (ESE)**
- 2. Massachusetts Department of Early Education and Care (EEC).**

Employees/applicants of SEEM Collaborative should choose Pre-K-12 Grade Education (ESE)

Your will also need a provider id number. A list of provider id numbers for SEEM Collaborative is included in this packet.

If you have any questions or need assistance please do not hesitate to contact me at 781-279-1361 x 1116