



In January 2013, our Governor signed a new law regarding background checks for employees. We are now required to have all our employees complete a fingerprinting background check by June 30, 2015. Any new employee will need to have this done immediately upon hiring. If you would like more information regarding the new background check law I attached a FAQ.

The fingerprinting process requires two steps. The first step is to register for an appointment to have your fingerprints taken. The second step requires that you go to a location to physically have your fingerprints taken. Your fingerprint results will be sent directly to LABBB.

1. Please visit the Identogo website to register for a fingerprinting appointment, but please read all the steps before going to this link: <https://ma.state.identogo.com/>
2. Click on In-State Digital Fingerprinting Services (Live Scan)
3. Agency/Sector dropdown select – Pre-K-12th Grade Education (ESE)
4. Fingerprint Reason: Select appropriate field
5. When you are asked to provide a “Provider ID”, please use the code for LABBB Collaborative: **05340000**
6. Add Zip Code
7. Select location of your choice
8. Continue filling out the online application information

If you have any additional questions, please call toll-free [\(866\) 349-8130](tel:8663498130). Please note that many fingerprinting locations are small offices, storefronts, security companies, or rented space in a hotel. The fingerprinting location may say “IdentoGo” on the building directory.

The fee is \$55 for staff who hold a DESE license and \$35 for those who do not hold a DESE license. You will need to pay with a credit card at time of appointment. Even if you are currently in an assistant position, if you have a DESE teaching license, you will need to register as a licensed teacher and pay the \$55 fee.

If asked for the address, please use: 123 Cambridge Street, Burlington, MA 01803.

Lastly, please print the confirmation page and note the form of identification you will need to bring with you to the fingerprinting center. I have listed the appropriate forms of identification below. Your confirmation page DOES NOT list the address of the fingerprinting location so you should make note of the address.

- 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-766)
- 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