



# Dartmouth Public Schools

## Office of the Superintendent

8 Bush Street

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**Bonny L. Gifford, Ed.D.**  
Superintendent

**Michelle T. Roy, C.A.G.S.**  
Assistant Superintendent

**James A. Kiely, M.B.A.**  
School Business Administrator

To: Newly Appointed Staff Member  
From: Michelle T. Roy, Assistant Superintendent of Schools  
Date: July 2016  
Subject: State Applicant Fingerprint Identification System

Pursuant to Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks", and as a newly appointed school department employee you are required to have a fingerprint-based state and national criminal record check. The State Applicant Fingerprint Identification System (SAFIS), MorphoTrust USA IndentoGo TM has been created for this purpose.

At this time, you are instructed to register for a fingerprinting appointment. You can do this by going to the registration website ([www.identogo.com/FP/Massachusetts.aspx](http://www.identogo.com/FP/Massachusetts.aspx)) or by calling (866) 349-8130.

You will be required to provide the **Dartmouth Public Schools and ESE Organization Code: 00720000**. (Substitutes and Student Teachers may provide up to 10 districts organization codes to eliminate the need to pay the fee multiple times.) You must enter Dartmouth Public Schools and not an individual school location.

Unlike state CORI checks that have no associated fee, individuals will pay a fee to comply with this requirement of **\$35.00** for non-licensed employees and **\$55.00** for DESE Licensed Professionals (including those with pending applications/licenses).

Substitutes are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c.71, § 38G, they will pay the \$55 fee; otherwise, they will pay the \$35.00 fee.

You will be provided with a fingerprint receipt. A copy of this receipt must be returned to Kate Genthner in the School Business Office located at the School Administration, 8 Bush Street, Dartmouth MA 02748 or via email (see address below) as a confirmation that the fingerprints were captured.

If you already have had your fingerprints taken for another Massachusetts school district you can request that that district forward a suitability determination letter to Kate Genthner via email to [kathleengenthner@dartmouthschools.org](mailto:kathleengenthner@dartmouthschools.org) or via fax (508) 991-4184.

### *"Quality Education for All Learners"*

*The Dartmouth Public Schools, in partnership with parents and the community, will deliver challenging, standards-based instruction for all students that fosters academic, physical, social and emotional development. Utilizing data analysis to drive instruction, we will implement specific strategies to support every student to think critically, solve problems and become a responsible, contributing citizen. Our high school graduates will possess the required skills and knowledge necessary to thrive in their academic and vocational ambitions.*

Currently, MorphoTrust USA IndentoGo™ enrollment centers are available in the following communities:

## METRO BOSTON

Boston - Drydock Avenue	Boston, MA. (5 Drydock Avenue Suite 2040 (2nd Floor)) [Map (opens new browser)]	Opening 10/28/2014 M, Tu, We, F 9:00-12, 1:00-6:00; Th 9:00-12, 1:00-7:00; Sa 9:00-1:00
Dedham	Dedham, MA. (515 Providence Highway Suite 102) [Map (opens new browser)]	Tu,We,Fri 9:00-5:30, Th 10:00-7:00, Sa 10:00-3:00
Dorchester	Dorchester, MA. (11 Bay St.) [Map (opens new browser)]	Last day of operation 10/25/2014 Mon, Tue, Wed, Fri 9am-6pm, Thu 9am-7pm, Sat 9am-1pm
Everett	Everett, MA. (930 Broadway) [Map (opens new browser)]	M, Tu, W, F 9:00-4:30; Th 9:00-7:00, Sa 9:00-1:00
Waltham	Waltham, MA. (550 Winter St. ) [Map (opens new browser)]	Mon & Tue 10:00-2:00, 3:00-7:00

## SOUTHEAST

Brockton	Brockton, MA. (1285 Belmont St. Suite 10) [Map (opens new browser)]	Mon, Tue, Wed, Fri 9-5:30, Thu 10-7, Sat. 9-1
Chatham	Chatham, MA. (425 Crowell Road) [Map (opens new browser)]	Last day 10/16/2014 Thu 8:00-5:00, Sat 9:00-1:00
Hingham	Hingham, MA. (160 Old Derby St., Suite 344 ) [Map (opens new browser)]	M & Th 8:00-8:00, Tu & W 7:00-8:00, F 7:00-7:00 Sa 7:00-2:00
Hyannis	Hyannis, MA. (1127 Iyannough Road Rt. 132) [Map (opens new browser)]	Tu 9:00-12:00, 1:00-5:00
Martha's Vineyard	Vineyard Haven, MA. (4 Pine Street) [Map (opens new browser)]	Mon 1:00-3:00 until 8/22/14 then M, Tu, W 3:00-6:00pm
Nantucket	Nantucket, MA. (32 First Way) [Map (opens new browser)]	Wednesdays 8:30-3:00
New Bedford	New Bedford, MA. (978 Nash Road) [Map (opens new browser)]	M,Tu, W, F 8:00-1:00, 2:00-5:00, Th 8:00-1:00, 2:00-7:00, Sa 11:00-3:00
North Attleboro	North Attleboro, MA. (11 Robert Toner Blvd. Suite 5) [Map (opens new browser)]	M, Tu, Th, F 10:00-12:00, 1:00-5:00; W 10:00-12:00, 1:00-7:00 Sa 10:00-2:00
Plymouth	Plymouth, MA. (385 Court Street Suite 305/306) [Map (opens new browser)]	Tu,We 9:00-5:30, Th 10:00-7:00, Sa 8:00-2:00
Pocasset	Pocasset, MA. (50 Portside Drive, Unit F, Suite 2) [Map (opens new browser)]	Tue,Thu,Fri, 8:00-4:30; Wed, 8:00-7:00
Taunton	Taunton, MA. (71 Main Street Suite 2400) [Map (opens new browser)]	Thu 10:00-7:00, Fri 9:00-5:30, Sat 9:00-3:00
Westport	Westport, MA. (519 American Legion Hwy. Unit 3) [Map (opens new browser)]	M, F 9:00-5:00, Tu, We, Th 9:00-5:30, 2nd Sa 10:30-2:30

Additional details regarding the locations, including hours of operation, are available on the registration website. The Commonwealth continues to work with their fingerprinting vendor, MorphoTrust, to set up additional enrollment centers across the state over the next few months.

For more information please visit:

<http://www.mass.gov/edu/2013newsupdates/frequently-asked-questions-regarding-background-checks.html> or

<http://www.malegislature.gov/Laws/SessionLaws/Acts/2013/Chapter77>.

Thank you in advance for your cooperation.