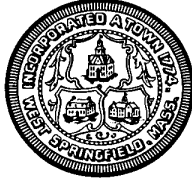


WEST SPRINGFIELD PUBLIC SCHOOLS

26 Central Street, Suite 33
West Springfield, Massachusetts 01089-2777
Fax 413-739-8748
www.wsps.org



Michael J. Richard
Superintendent of Schools
mrichard@wsps.org
413-263-3300

Kevin McQuillan
Acting Assistant Superintendent
mcquillan@wsps.org
413-263-3298

In September, 2013, Governor Patrick signed into law Chapter 77 of the Acts of 2013, "an Act Relative to Background Checks". The new law expands on what we as public schools already do with Criminal Offender Record Information (CORI) checks. Specifically, it requires a fingerprint-based state and national criminal record check for all school employees. The Statewide Applicant Fingerprint Identification Services (SAFIS) has been created for this purpose. The vendor selected by the state to perform the fingerprint-based checks is MorphoTrust USA IndentoGo.

New hires are required, within two business days of the interview with the Superintendent, to schedule a fingerprinting appointment and submit evidence of this appointment to Karen Ware in the Superintendent's Office in person or as a scanned document to ware@wsps.org. *Failure to do so may jeopardize your employment.*

- To register for an appointment go online:
www.identogo.com/FP/Massachusetts.aspx, select Online Scheduling for one of the available locations (there are western Massachusetts locations in Springfield, Pittsfield and Greenfield), or by phone at (866) 349-8130.
- You will need the West Springfield Public School's 8-digit DESE Organizational code during the registration process.*** For uniformity ALL employees of the West Springfield Public Schools should use the following when registering for an appointment:
 - Agency sector: Prek-12th grade education
 - **West Springfield's Provider ID: 03320000*****
 - Employer: West Springfield Public Schools
 - Employer contact name: Michael J. Richard
 - Address of employer: 26 Central Street, West Springfield, MA 01089
 - Phone number of employer: 413-263-3296

NOTE: When registering, all applicants are encouraged to list multiple districts to eliminate the possibility of having to pay the fee multiple times. You may provide up to 10 district organization codes (area district codes are listed on page 3).

- Unlike state CORI checks that have no associated fee, *individuals* will pay a fee to comply with this requirement **\$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 fee.
- The fee is payable by check or credit card. Cash will not be accepted.
- Please be sure to bring identification to your appointment. ***The acceptable ID information is attached*** (page 4).
- At the completion of the fingerprint enrollment appointment, you will be provided with a receipt. **A copy of that receipt must be returned to Karen Ware, Administrative Assistant, in the Superintendent's Office.** The receipt will provide the district with confirmation your fingerprints were captured.

There are two important documents posted in the forms section of the IndentoGo Registration website:

1. The SAFIS Registration Guide for PreK-12th Grade Education (DESE)
2. SAFIS Form on how to Change, Correct, or Update Your National Criminal History Record Response.

Please note that the IndentoGo website states locations may change without prior notice. The current location in Springfield is temporary so please double check their website.

For more information please visit:

<http://www.mass.gov/edu/2013newsupdates/frequently-asked-questions-regarding-background-checks.html>; or
<https://malegislature.gov/Laws/SessionLaws/Acts/2013/Chapter77>

If you have further questions, please contact Karen Ware at 413-263-3296.

Thank you in advance for your cooperation.

Sincerely,

Michael J. Richard
 Superintendent of Schools

MJR/kew

(page 2 of 4)

DISTRICT ORGANIZATION CODES	
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WEST SPRINGFIELD	03320000
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AGAWAM	00050000
CHICOPEE	00610000
EAST LONGMEADOW	00870000
GILL-MONTAGUE	06740000
HOLYOKE	01370000
LONGMEADOW	01590000
LUDLOW	01610000
NORTHAMPTON	02100000
PALMER	02270000
PITTSFIELD	02360000
SOUTHWICK/TOLLAND/GRANVILLE RGNL	07660000
SOUTH HADLEY	02780000
SPRINGFIELD	02810000
WESTFIELD	03250000

(updated-Northampton code 11/08/18)

**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES**

200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 I TTY: 617-660-4606 I FAX: 617-660-4613
MASS.GOV/CJIS

**STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES
(SAFIS) ACCEPTABLE FORMS OF IDENTIFICATION**

As part of the Commonwealth of Massachusetts Statewide Applicant Fingerprint Identification Services (SAFIS) program, all applicants will be required to show identification at time of fingerprint capture at an IdentiGO™ Enrollment Center. The following outlines the acceptable forms of identification.

Primary Identification Documents

The following documents are accepted for identification purposes ONLY and must include an identifiable photo, the applicant's full name and date of birth. All documents must be verifiable and unexpired.

- 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 1-551)
- Foreign Passport with temporary 1-551 stamp or temporary 1-551 printed notation on a machine readable immigrant visa
- Foreign Passport and Form 1-94 or Form 1-94A
- Employment Authorization Document which contains a photograph (Form 1-766)
- 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

Applicants Under 18 Years of Age

If an applicant is under 18 years of age and unable to present a primary identification document, the applicant 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 listed below.

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