



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 emailed to me directly. Registering takes about 10-15 minutes. Plan on the actual fingerprinting appointment taking 30-45 minutes.

1. Please visit the MorphoTrust USA website to register for a fingerprinting appointment, but please read all the steps before going to this link: www.l1enrollment.com/locations/?st=ma
2. The website outlines the current list of fingerprinting locations. Once you have chosen the location you would like to visit, click to schedule or call the number. **"Click here to schedule online or call toll-free (866) 349-8130."** Please note that many fingerprinting locations are small offices, store fronts, security companies, or rented space in a hotel. The fingerprinting location may say "IdentoGo" on the building directory.
3. The fingerprinting sites offer evening and Saturday hours in addition to weekday hours.
4. 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 while online. 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.
5. When you are asked to provide a "Provider ID", please use the code for **LABBB Collaborative: 05340000**
6. When asked for the address, please use: **123 Cambridge Street, Burlington, MA 01803.** You will use **Patric Barbieri as Employer contact.**
7. 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