

Berlin-Boylston Regional School District



Carol L. Costello, Superintendent of Schools

215 Main Street, Boylston, MA 01505

508-869-2837 ext. 1107

Instructions to Schedule your Fingerprinting Appointment

The following information will help guide you through the registration process

The fingerprint process requires two steps. The first step is to register with MorphoTrust USA IdentoGo™ online or by phone for an appointment to have your fingerprints taken. The second step requires you to go to a location to have your fingerprints taken.

Details regarding MorphoTrust USA IdentoGo™ registration, locations, and hours of operation, are available on the website

<http://www.identogo.com/FP/Massachusetts.aspx>. Please note two important documents posted in the forms section of the website: *SAFIS Registration Guide for PreK-12th Grade Education (DESE)* and *How to Change, Correct or Update Your National Criminal History Record Response*.

- During the registration process, you will be asked to enter a “Provider ID”. Please use the following code for Berlin-Boylston Public Schools: **06200505**.
- When you are prompted for “Applicant Employer Information”, please complete the screen as follows (**see page 14 of the Registration Guide**):

Applicant Employer Information

Employer Name Berlin-Boylston Public Schools		Employer Phone 508-869-2837		
Number 215	Direction ▼	Street Name Main Street	Apt/Unit # 	
Country UNITED STATES ▼	Employer City Boylston	Employer State Massachusetts ▼	Employer Zip 01505	
Employer Contact Name				
Prefix Ms. ▼	First Name Cheryl	Middle Name 	Last Name Nelson	Suffix ▼
Occupation Executive Assistant to Superintendent of Schools				
After You Have Entered All Required Information ----> <input type="button" value="Send Information"/>				

The fee is **\$55** for school employees that hold a DESE license and **\$35** for all others. You can pay with a credit card while registering or pay by check or money order when bringing your confirmation page and approved ID with you to the fingerprint center. BBRSD does not reimburse for fingerprinting expenses.

If you are a substitute or hold any other position where you may also work in another school district, you may select up to 10 districts where you would like to have your criminal history report sent. You will need to have the Provider ID code of those other districts prior to registering for an appointment. The 8 digit code can be found by looking up the school or district on the DESE School Profiles webpage (<http://profiles.doe.mass.edu/>), or by calling the school district main office.

Please note that fingerprinting must be completed prior to your start date. Thank you for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions, please feel free to contact Lisa Courchaine, Executive Assistant to the Superintendent at lcourchaine@bbrsd.org.