# **RSU 3 New Hires:**

### Application For Fingerprinting and Criminal History Record Check [CHRC]

*Please note:* Maine law requires that all school employees have their fingerprints taken so that state and federal criminal background checks can be conducted. This requirement must be met within eight weeks from the date of hire. Please forward a copy to the Superintendent Office.

#### Obtaining your Approval for the first time is a 3-step process.

Step 1: Create a **MEIS Account** and submit a new application online through the Maine Dept of Education Maine Dept of Education website: <a href="https://www.Maine.gov/doe/cert/fingerprinting">www.Maine.gov/doe/cert/fingerprinting</a>

#### Step 2: Apply for Background Check

- Log in to your MEIS Account
- Click EDU -Educator
- Next screen will be regarding FERPA, answer the questions and select "I agree"
- Next screen: select "Apply for Your New Maine Credential Here"
- Continue to enter the information on the following pages
- > Enter credit card information
- You will be required to pay a processing fee of \$15.00 to the DOE
- Verify and submit

## Step 3: Schedule a fingerprinting appointment

- Click to schedule a fingerprinting appt, you will be directed to IdentoGO
- Click on "Schedule a New Appointment"
- Choose Department of Education from the agency drop down list
- Choose New Hire
- Schedule an appointment
- > Fee \$55.00

\*\*\*\* MDOE does not mail certificates. You will have to log back into your MEIS account and you will be able to see if your CHRC has been issued. Please select "Control-P" in order to print the screen that verifies the credentials. Please send the printed certificate to the Superintendent's Office.

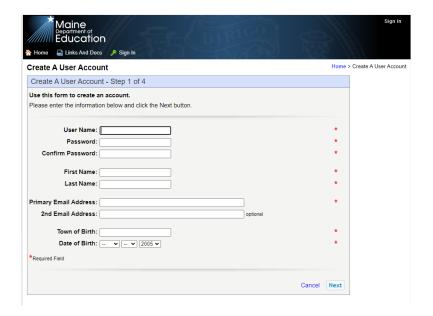


Click How to Create a MEIS Account



Select new user > click to create an account.

Password problems? Click here to recover your password.



Complete the information on each page. On Step 4 Verify your information and click "Submit".

