

## **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: [www.Maine.gov/doe/cert/fingerprinting](http://www.Maine.gov/doe/cert/fingerprinting)

*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.

## ADDITIONAL SUPPORT DOCUMENTS

[Login to MEIS](#)

[How to Create a MEIS Account](#)

[How to Apply for a Certificate](#)

[How to Apply for a Certificate  
Renewal](#)

[How to Apply for a Background  
Check \(CHRC\) Only](#)

Click How to Create a MEIS Account



Welcome to the Maine MEIS sign in page.

Username:

Password:

[Sign In](#)



Are you a new user? [Click here to create an account.](#)




Username problems? [Click here to recover your username.](#)



Password problems? [Click here to recover your password.](#)

Select new user > click to create an account.

Sign In

[Home](#) [Links And Docs](#) [Sign In](#)

[Home](#) > [Create A User Account](#)

**Create A User Account**

Create A User Account - Step 1 of 4

Use this form to create an account.  
Please enter the information below and click the Next button.

User Name:

Password:

Confirm Password:

First Name:

Last Name:

Primary Email Address:

2nd Email Address:  optional

Town of Birth:

Date of Birth:    2005

\*Required Field

[Cancel](#) [Next](#)

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

[Home](#) → [Certification & Credentialing](#) → [Fingerprinting](#) → Fingerprinting

How to Become a Maine Educator

Application

Renewal

**Fingerprinting**

Forms & Resources

FAQs

What is My Status

## Fingerprinting

### Who Must be Fingerprinted

Anyone who works for a SAU that is over 18 years old

Anyone who is contracted through a SAU

### What do I need to be Fingerprinted?

#### Step 1:

Create a MEIS account and submit a new application for CHRC (non teacher approval).

#### Step 2:

Register [here](#) to make your fingerprint appointment.