



MEDFIELD PUBLIC SCHOOLS

Office of the Superintendent
459 Main Street -3rd Floor
Medfield, Massachusetts 02052

Jeffrey J. Marsden, Ed.D
Superintendent
jmarsden@medfield.mec.edu
(508) 359-2302

Dear Employee Candidate:

Medfield School District employees, including substitutes and long-term substitutes, are now required to complete the new fingerprint-based state and national background check. This background check and fingerprinting is mandatory and a condition of employment. All employment candidates must make an appointment and complete the fingerprinting process prior to the start of employment.

The Statewide Applicant Fingerprint Identification Services (SAFIS) Morpho Trust USA IdentGo registration website is now available to begin scheduling fingerprinting appointments.

The code for Medfield School District is 01750000

Please refer to the additional documentation provided for locations and information on the fingerprinting process.

Please visit: <http://www.identogo.com/FP/Massachusetts.aspx>

The fee schedule for the background checks are as follows:

- \$55 for school employees licensed Under Section 38G (licensed educators and specialists);
- \$35 for all others (i.e., school secretaries, cafeteria workers, custodians, bus drivers, etc.)
- Payment will be accepted on line at the time of registration.
- The fee is paid by the Employee Candidate

If you have any additional questions, please feel free to contact our office.

Sincerely,

Jeffrey J. Marsden

Superintendent of Schools

Location Listing for MA

Please proceed to the registration page and register for your fingerprinting.

[Click here to schedule online](#) or call toll-free (866) 349-8130

Location listing is accurate as of Wednesday May 28th 2014 10:26:57 AM CST - locations are subject to change without notice.

[[CENTRAL](#)] [[METRO BOSTON](#)] [[NORTHEAST](#)] [[SOUTHEAST](#)] [[WEST](#)]

<u>Location</u>	<u>Address</u>	<u>Dates & Times</u>
CENTRAL		
Framingham	Framingham, MA. (1657 Worcester Rd.) [Map (opens new browser)]	Tue 9:00-7:00, Fri 9:00-6:00, Sat 10:00-3:00
Leominster	Leominster, MA. (20 Main St Suite 2c) [Map (opens new browser)]	Mon - Fri 9:00-4:00; E/o Sat. 9:00-1:00
Milford	Milford, MA. (258 Main St., Suite 120) [Map (opens new browser)]	Mon, Tue, Wed, Fri 8-5, Thu 10-7, Sat 10-3
Worcester	Worcester, MA. (35 Major Taylor Blvd.) [Map (opens new browser)]	Tue, Thu 10-7; Sat 10-3
Back to top		
<hr/>		
METRO BOSTON		
Dorchester	Dorchester, MA. (11 Bay St.) [Map (opens new browser)]	Mon, Tue, Wed, Fri 9am-6pm, Thu 9am-7pm
Back to top		
<hr/>		
NORTHEAST		
Beverly	North Beverly, MA. (Dodge Crossing 4 Enon Street) [Map (opens new browser)]	Mon-Thu 2pm -9pm, Fri, 2-6pm, Sat, 10-2pm
Tewksbury	Tewksbury, MA. (4 Highwood Drive) [Map (opens new browser)]	T 9A-6P, Th 10A-7P, Sa 10A-3P
Wilmington	Wilmington, MA. (219 Middlesex Ave) [Map (opens new browser)]	Monday 8:00-4:30
Back to top		
<hr/>		
SOUTHEAST		
Bourne	Pocasset, MA. (50 Portside Drive, Unit F, Suite 2) [Map (opens new browser)]	Tue,Thu,Fri, 8:00-4:30; Wed, 8:00-7:00
Brockton	Brockton, MA. (1285 Belmont St. Suite 10) [Map (opens new browser)]	Mon, Tue, Wed, Fri 9-5:30, Thu 10-7, Sat. 9-3
Fall River	Fall River, MA. (251 Stonchaven Rd) [Map (opens new browser)]	Wed 8:00-4:00, Sat. 8:00-12:00
Martha's Vineyard	Oaks Bluff, MA. (100 Edgartown Vineyard Haven Rd.) [Map (opens new browser)]	Mon-Thu 3:00-6:0
Plymouth	Plymouth, MA. (41 Obery St.) [Map (opens new browser)]	Wed & Thu 10-7, Fri 9-6, Sat 8-2
Raynham	Raynham, MA. (600 New State Highway) [Map (opens new browser)]	Through May 31, 2014 Mon 10-7, Sat. 9-3
Westport	Westport, MA. (17 Main Road) [Map (opens new browser)]	Tue 8:00-4:30
Back to top		
<hr/>		
WEST		
Greenfield	Greenfield, MA. (184 Shelburne Rd.) [Map (opens new browser)]	Mon. 9:00-6:00
Pittsfield	Pittsfield, MA. (160 North St. 1st Floor, Suite 101) [Map (opens new browser)]	Mon - Fri, 9:00 - 4:30 Sat, 9:00-1:00
Springfield	Springfield, MA. (100 Congress Street) [Map (opens new browser)]	Tue & Wed 9-6, Thu 10-7, Sat 10-3



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 | TTY: 617-660-4606 | 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 a Identogo™ 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 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

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

