



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



MEDFIELD PUBLIC SCHOOLS

Instructions on how to make an appointment for fingerprinting

Go to <http://www.identogo.com/FP/Massachusetts.aspx>

(You can also call toll free 899-349-8130)

1. Choose Digital Fingerprinting – click select
2. Select Schedule a New Appointment
3. Fill in Agency/Sector – click go
4. Indicate the Applicant Type – click go
5. Confirm Yes if correct
6. Enter Provider ID – # 01750000 (Medfield Organization Code)- click go
7. Confirm it says Medfield – click okay
8. Enter your Zip code to find closest fingerprinting location – click go
9. Find locations/dates/times and choose one



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 the time of fingerprint capture at an Identogo® by MorphoTrust location. The following outlines the acceptable forms of identification.

Primary Identification Documents

The following documents are accepted for identification purposes **ONLY**, without the need for additional supporting documentation 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)
- Valid Foreign Passport
- 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
- Massachusetts Commission for the Blind (MCB) Identification Card and a U.S. Social Security Card or an original or certified copy of a Birth Certificate issued by an authorized U.S. agency or Certification of Birth Abroad (issued by the U.S. Department of State).

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 the 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