

Greater Lowell Technical High School

National Criminal Fingerprinting Background Check Instructions

Governor Patrick signed Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks." This law expands what public, private, and parochial schools, including approved private special education schools and child care facilities, already do in conducting state CORI checks on all employees at least once every three years. It creates a national criminal database check for all school employees and contractor employees.

The Statewide Applicant Fingerprint Identification Services (SAFIS) Morpho Trust USA IndentoGo™ is now available for all school districts, charter schools and private schools to begin scheduling fingerprinting appointments as follows. The fee is \$55.00 for employees holding an educator license and \$35.00 for all other employees. Per Massachusetts Laws and Regulations the school employer shall require a new national criminal history check at the individual's expense. Under the new law, it is anticipated that an individual would need to submit his/her fingerprints only once. As in the past, employees will be required to submit to state CORI checks (which are not fingerprint-based) at least once every three years. There is no fee for CORI checks.

1. Log on to: <https://ma.ibtfingerprint.com/>
2. Click "online scheduling"
3. Enter your first and last name
4. Agency sector – from the dropdown list choose "Pre-K-12th Grade Education (ESE)"
5. Personnel type – choose "Licensed Educator" if you hold an educator's license from DESE; all others choose "All Other School Personnel"
6. Confirm agency and personnel type
7. Provider ID – enter **08280000**
8. Confirm GLTHS information
9. Enter a zip code or select a region for appointment locations
10. Locations and schedules will popup. Choose a date and time
11. Acknowledgement/Release
12. Complete Applicant Information
13. Verify Applicant Information
14. Payment Collection

Following the instructions above, please schedule a fingerprinting appointment as soon as possible. **Please note, that you must use this state selected vendor to have your fingerprints done. We cannot accept fingerprints from any other state agency.**

If you previously had your fingerprints taken for the purpose of employment in a MA preK-12 public or private school as required under state law of Chapter 459, please contact Cheryl Gosselin, Confidential Secretary to the Superintendent, at (978) 441-4802 or email at: cgosselin@gltech, and provide her with the name of the district and the contact person. In some instances, the district is able to request Evidence of Suitability for employment on your behalf:

Under certain situations (examples below), we may be able to accept the prior suitable determination whereby eliminating the requirement to be re-printed.

The School District may relay on prior favorable suitability determinations under the following conditions:

- (a) The suitability determination was made within the last seven years; and
- (b) The individual has not resided outside Massachusetts for any period longer than three years since the suitability determination was made; and **either**
- (c) The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or
- (d) If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.