



Weymouth Public Schools

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TO: Weymouth Public Schools Prospective Employees

FROM: Maryann Foley, Executive Director of Human Resources

RE: Massachusetts Law: Criminal History Checks for School Employees

Welcome to the Weymouth Public Schools! You are receiving this memo in preparation for your appointment to be hired into the district. **Effective as of July 1, 2013**, all school employees are required to submit fingerprints for the national criminal background check. Prior to your scheduled meeting with Human Resources, you will need to make an appointment to schedule your fingerprint session. Please bring to your Human Resources appointment one of the following:

- A copy of your confirmed appointment to have your fingerprints taken, or
- A copy of your receipt that fingerprints have already been taken

Please read through the Registration Guide before you register for an appointment to have your fingerprints taken.

The fingerprint process requires two steps. The first step is to register online for an appointment to have your fingerprint taken. The second step requires you to go to a location to physically have your fingerprints taken.

Instructions: How to register for an appointment

- Prior to your meeting with Human Resources, please visit <https://ma.state.identogo.com/> or scan QR Code to register for a date, time and location to have your fingerprints taken.
- The next step is to register by selecting **In-State Digital Fingerprinting Services**.
- The agency/sector is
- Fingerprinting reason:
 - **Licensed Educator** is someone who hold a position which requires a DESE license (\$55)
 - **All Other School Personnel** those who hold positions that do not require a DESE license. (\$35)
- When you are asked to input a "Provider ID" please use the following code: **03360000**
 - Select "Add Provider" and then select "Save and Continue"
- Select from available appointments and schedule your date and time.
- Continue by completing the "Applicant Information".
- Review information is correct and select payment type.
- Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.



provider id *

up to 10 providers may be added

id	name	address	
03360000	Weymouth	89 Middle Street Weymouth, MA 02189	<input type="button" value="remove"/>

Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions, please feel free to contact:

Human Resources at 781-335-1460 or humanresources@weymouthps.org

For more information about the national criminal background checks, you may visit the following websites:

<https://www.mass.gov/orgs/executive-office-of-public-safety-and-security>

Massachusetts Department of Elementary and Secondary Education