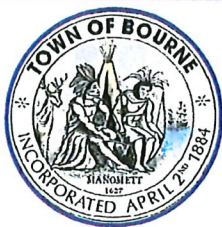


Bourne Public Schools

36 Sandwich Road
Bourne, MA 02532
508.759.0660
508.759.1107 (fax)
www.bourneps.org



Celeste Sullivan
Executive Assistant
for HR and Communications
csullivan@bourneps.org

An Act Relative to Background Checks (MGL Chapter 459 of the Acts of 2012, as amended by Chapter 77 of the Acts of 2013)

Notice to Bourne Public Schools Staff hired after July 1, 2013,

As you are aware the Governor signed into law the requirement for all public school employees to have a one-time national criminal background check. Unlike CORI, this check will examine criminal activity in all states including Massachusetts.

You are required to submit your fingerprints for the national criminal background check. This document will help guide you through the registration process.

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

Please visit <http://www.identogo.com/FP/Massachusetts.aspx> to register for a date, time and location to have your fingerprints taken.

When you are asked to provide a "Provider ID" please use the following codes for the school you work the most:

Assignment Location	Provider ID
Peebles Elementary School	00360010
Bournedale Elementary School	00360005
Bourne Middle School	00360325
Bourne High School	00360505
Bourne District	00360000

The Bourne Public Schools mission is to connect individual students and staff to their success; engage the community in new ways to facilitate student achievement; guarantee a relevant, viable curriculum for students; and assure universal accountability that supports the success of students.

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- The fee is \$55 for staff who hold a position which requires a DESE license and \$35 for those who hold positions that do not require a DESE license. You will need to pay with a credit card while online.
- Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.
- At the completion of your fingerprinting enrollment appointment, the MorphoTrust USA IndentoGo™ enrollment agent will provide you a receipt. The designated Point of Contact for your District; BPS PoC is Celeste Sullivan, Executive Assistant to HR and Communications. The receipt will provide important reference information should you need assistance from the Massachusetts Department of Criminal Justice Information Services (DCJIS).

By signing below I understand that all offers of employment are conditioned on the receipt of satisfactory background checks CORI/SORI/SAFIS).

Print Name

Effective Employment Date

Signature

Date

Massachusetts Disclaimer;

As part of the Commonwealth of Massachusetts Statewide Applicant Fingerprint Identification Services (SAFIS) program, the Massachusetts Department of Criminal Justice Information Services (DCJIS) will disseminate state and national criminal history record check results to public school districts and private schools using the Commonwealth's secure e-mail system known as SecureMail. The DCJIS requests each public school district and private school to identify one individual to serve as a point of contact who will be responsible for receiving all SAFIS results. Please note: due to security requirements, the DCJIS will only disseminate results to an official organization e-mail account.

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