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## INSTRUCTIONS FOR OBTAINING A FINGERPRINT-BASED BACKGROUND CHECK

Individuals who work or volunteer in schools and may have direct and unmonitored contact with students are required to obtain a fingerprint-based background check according to MGL Chapter 459. This document provides instructions to individuals who are required to obtain a fingerprint background check.

### **Important Things to Know:**

- Getting fingerprinted is a two-step process. First, you sign up for an appointment online, and then you must go to the location where you signed up to be fingerprinted according to your scheduled appointment
- There is a fee of \$55 for DESE licensed individuals and \$35 for non-licensed individuals. You will need to pay with a credit card while online or you may pay with a personal check or money order at the fingerprinting center.

**Step 1:** Register online for an appointment to have your fingerprint taken. Go to: <http://www.identogo.com/FP/Massachusetts.aspx> to register for a date, time, and location to have your fingerprints taken.

**Step 2:** When asked to insert a “Provider ID” please use the following code: **02580000**

**Step 3:** When asked about “Applicant Employer Information” please input the following:

Salem Public Schools  
29 Highland Avenue  
Salem, MA 01970

Employer Phone: 978-740-1115  
Employer Contact Name: Deborah Phelan  
Occupation: Assistant Director of Human Resources

**Step 4:** Once you have entered all of the above information, please click the “Sent Information” button at the bottom of the screen.

**Step 5:** Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.

For more information, please visit:

- [State laws and regulations](#) pertaining to fingerprinting background checks
- [State regulations](#) regarding background checks
- Salem Public Schools [School Committee Policy #4119](#)
- [MA DESE FAQ](#) regarding background checks
- [Mass.gov FAQ](#) regarding background checks