

OXFORD PUBLIC SCHOOLS

FINGERPRINT-BASED BACKGROUND CHECK

As you may be aware, on September 3, 2013, Chapter 77 of the Acts of 2013, “An Act Relative to Background Checks” was signed into law. Under this law, all school-related personnel with the potential for direct and unmonitored contact with children are subject to a national and state fingerprint-based criminal background check.

The Massachusetts Executive Office of Public Safety and Security (EOPSS) selected MorphoTrust USA as the vendor to administer the fingerprinting requirement. MorphoTrust USA has experience in scheduling, taking, and processing fingerprints for various purposes. They collect fingerprints at sites around the state and transmit the fingerprints electronically to the FBI and the Massachusetts State Police. The FBI performs the national criminal background check and the Massachusetts State Police performs the statewide criminal background check. The results are transmitted to the Massachusetts Department of Criminal Justice Information Services (DCJIS) who is then responsible for ensuring that any information contained in the record is consistent with Massachusetts Criminal Offender Record Information (CORI) requirements, and for sending the results to school employers.

CORI relies on one’s reported name and reveals criminal background information that has been entered in the courts of Massachusetts only. The new law requires checks of national and state criminal background databases based on fingerprints. Although both the national component and the reliance on fingerprints are new for Massachusetts, similar laws exist in most other states.

The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA Identogo registration website is available to schedule a fingerprint appointment. Please visit <http://www.identogo.com/FP/Massachusetts.aspx> to register yourself at one of the approved locations (see reverse side). During the registration process you will be required to provide an Oxford Public Schools DESE Organization Code (also called the Provider ID Number) based on the building(s) in which you will be working:

Oxford Public Schools (for multiple buildings or the Central Office):	02260000
Oxford High School	02260505
Oxford Middle School	02260405
Barton Elementary School	02260005
Chaffee Elementary School	02260010
COFFEE	02260305

Unlike CORI requests that have no associated fee for public schools, individuals are required to pay a fee to comply with the fingerprinting requirement. **The cost is \$35 for non-licensed individuals and \$55 for DESE license holders (including those with pending licenses).**

At the completion of the appointment, the agent will give you a receipt. **A copy of that receipt should be sent to Kathy Martinello, Personnel and Payroll Director.**

If you have any questions or require further assistance with this requirement, please contact:
Kathy Martinello, Personnel Department - 508-987-6050 x1114 / kmartinello@oxps.org **OR**
Helen Coffin, Superintendent’s Office - 508-987-6050 x1111 / hcoffin@oxps.org

Please see reverse side for a **List of Fingerprint Locations.**

LIST OF FINGERPRINT LOCATIONS

CENTRAL REGION

Leominster

Mon - Fri 9:00-4:00

E/o Sat 9:00-1:00

20 Main Street, Suite 2C

Leominster, MA 01453

Natick

Mon 11:00-4:00

Tue 9:00-12:00 1:00-7:00

Wed & Fri 9:00-12:00 1:00-6:00

Sat 10:00-3:00

251 West Central Street, Suite 35

Natick, MA 01760

Webster

Mon, Tues, Thu, Fri 8:00-4:30

Sat 8:00-11:00

131 Main Street

Webster, MA 01570

Worcester

Tue, Wed 9:00-1:00, 1:30-5:30

Thu 10:00-1:00, 1:30-7:00

Fri 10:00-1:00, 1:30-5:00

Sat 10:00-3:00

490 Lincoln Street, Unit 5

Worcester, MA 01605

Milford Location

Please note: Effective Friday, January 27, 2017, the Milford Identogo® by MorphoTrust USA will no longer be operational. MorphoTrust USA is currently conducting a partner search in the area. Please visit www.identogo.com/locations for additional locations in Massachusetts.