



Thacher Montessori School Fingerprint Based Background Check Procedures

In accordance with state law, all Thacher Montessori School employees who might have direct and unmonitored contact with children are required to undergo a fingerprint-based criminal background check.

To begin the process, go to the Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGo registration website to make an appointment for your fingerprinting.

<http://www.identogo.com/FP/Massachusetts.aspx>

Please be sure to note two important documents on the website:

- SAFIS Registration Guide for PreK-12th Grade Education (DESE) (This answers many questions you might have about the fingerprinting process.)
- SAFIS Form 004: How to Change, Correct, or Update Your National Criminal History Record Response

Our **Provider ID** is **01890846**.

The **Employer Contact** is **Vicky Varnum, Assistant Business Manager**.

There is a \$55 charge for certified educators (Massachusetts State certified educators only, not Montessori certified educators), and \$35 for all other employees and volunteers. You may pay with your own credit card and get reimbursed by the Business Office.

After your fingerprinting is completed, you will receive a receipt, which can be used for reimbursement.

Vicky receives the results directly and they will be kept locked and strictly confidential.

Thank you for your cooperation.