



Dartmouth Public Schools  
Office of the Superintendent  
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Superintendent of Schools

James A. Kiely, M.B.A.  
Assistant Superintendent of  
Finance and Operations

To: Newly Appointed Staff Member  
Subject: State Applicant Fingerprint Identification System

Pursuant to Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks", and as a newly appointed school department employee you are required to have a fingerprint-based state and national criminal record check. The State Applicant Fingerprint Identification System (SAFIS), MorphoTrust USA IndentoGo TM has been created for this purpose.

At this time, you are instructed to register for a fingerprinting appointment. You can do this by going to the registration website ([www.identogo.com/FP/Massachusetts.aspx](http://www.identogo.com/FP/Massachusetts.aspx)) or by calling (866) 349-8130.

You will be required to provide the **Dartmouth Public Schools and ESE Organization Code: 00720000**. (Substitutes and Student Teachers may provide up to 10 districts organization codes to eliminate the need to pay the fee multiple times.) You must enter Dartmouth Public Schools and not an individual school location.

Unlike state CORI checks that have no associated fee, individuals will pay a fee to comply with this requirement of **\$35.00** for non-licensed employees and **\$55.00** for DESE Licensed Professionals (including those with pending applications/licenses).

Substitutes are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c.71, § 38G, they will pay the \$55 fee; otherwise, they will pay the \$35.00 fee.

You will be provided with a fingerprint receipt. A copy of this receipt must be returned to Kate Genthner in Superintendent's Office located at the School Administration, 8 Bush Street, Dartmouth MA 02748 or via email (see address below) as a confirmation that the fingerprints were captured.

If you already have had your fingerprints taken for another Massachusetts school district you can request that that district forward a suitability determination letter to Kate Genthner via email to [kathleengenthner@dartmouthschools.org](mailto:kathleengenthner@dartmouthschools.org) or via fax (508) 991-4184.

*"Quality Education for All Learners"*

*The Dartmouth Public Schools, in partnership with parents and the community, will deliver challenging, standards-based instruction for all students that fosters academic, physical, social and emotional development. Utilizing data analysis to drive instruction, we will implement specific strategies to support every student to think critically, solve problems and become a responsible, contributing citizen. Our high school graduates will possess the required skills and knowledge necessary to thrive in their academic and vocational ambitions.*