



**Weston Public Schools**  
**Statewide Applicant Fingerprint Identification Services (SAFIS)**

Finance and Operations Office  
89 Wellesley Street  
Weston, MA 02493

<b>Procedure:</b>	Fingerprinting	<b>Revised Date:</b>	March 2014
<b>Policy:</b> Fingerprinting of all school employees and relevant contractors.			
The purpose of the fingerprinting process is to provide an overview of the requirements for all employees and relevant contractors.			
<b>Completed By:</b>	Applicants, Employees and Contractors	<b>Reviewed By:</b>	Human Resource Director
<b>Approved By:</b>	N/A	<b>Entered By:</b>	N/A
<b>Form Title:</b>	SAFIS Procedure	<b>Estimated Time Frame:</b>	Varies
<b>Process for Completion:</b>			
<p>Chapter 459 of the Acts of 2012 titled “An Act Relative to Background Checks” was enacted. This law requires all applicants, current employees and certain contractors to undergo a state and national fingerprint based criminal database check. Volunteers are only required to complete and pass a C.O.R.I. check.</p> <p>IdentoGO Centers are located throughout Massachusetts. These centers are run by MorphoTrust USA through a contract with the Executive Office of Public Safety and Security. Individuals requiring a fingerprint check will go to: <a href="http://www.identogo.com/FP/Massachusetts.aspx">http://www.identogo.com/FP/Massachusetts.aspx</a> to make an appointment. Appointments should be made outside the work day; centers have evening and weekend hours. Fees are set at:</p> <p style="padding-left: 40px;">\$35.00 for Non-Licensed individuals (Paid to MorphoTrust USA) \$55.00 for Licensed individuals (Paid to MorphoTrust USA)</p> <p>It is anticipated that each employee will be fingerprinted when they begin their position. Individuals who continually work in Weston will not have to be fingerprinted a second time. It is expected any change in a criminal record for an already fingerprinted individual will be communicated to the Human Resource Director by the Federal Criminal History Record Information (FCHRI) “rap back” program.</p> <p>Individuals must present a Primary Identification Document at the time of the appointment. These include, but not limited to: driver’s license from any U.S. state or territory; U.S. passport; or a valid state identification card from any U.S. state or territory. A full list of acceptable forms of identification can be found at Identogo web site.</p>			
<b>For additional information, please contact:</b>			
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<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>			