



# SWAMPSCOTT PUBLIC SCHOOLS

## Superintendent's Office

### MEMORANDUM

**To:** All Employees, Field Trip Volunteers(s), Student Teachers, Student Observers, Pre-Practicum Students & Coaches  
**From:** Pamela R. H. Angelakis, M.A., M.Ed.  
**Subject:** Background Checks Law (SAFIS/Fingerprinting)

If you hold a DESE license (licensed educators and specialists) the fee is \$55 (regardless of whether or not you are working under your license, if you have a DESE license you are required to pay the \$55 fee). If you have a pending application/license, you must also pay the \$55 fee.

If you do not hold a DESE license the fee for fingerprinting is \$35.

### **TO SCHEDULE A FINGERPRINTING APPOINTMENT**

MorphoTrust, our fingerprinting vendor, continues to add locations and hours. Consult the MorphoTrust registration website for the latest information.

<http://www.identogo.com/BookanAppointment.aspx>

or

1-866-349-8130

**Swampscott Public School Provider ID Code: 02910000**

You may provide up to 10 district Provider ID Codes to eliminate the need to pay the fee multiple times.

This should be done at the time you schedule your fingerprint appointment.

To find other districts please go to: <http://profiles.doe.mass.edu/>

#### Other surrounding provider ID codes:

Beverly	00300000	Peabody	02290000
Danvers	00710000	Revere	02480000
Lynn	01630000	Salem	02580000
Lynnfield	01640000	Saugus	02620000
Marblehead	01680000		

Results will remain confidential and be filed in the Superintendent's Office. You will only be contacted if results were found unsuitable.

**If you have been fingerprinted in another district, please have them send a Letter of Suitability to [wyman@swampscott.k12.ma.us](mailto:wyman@swampscott.k12.ma.us) or fax it to 781-599-2502.**

For more information, please visit:

The Act: <http://www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter459>

FAQs: <http://www.mass.gov/edu/government/news/2013newsupdates/frequently-asked-questions-regarding-background-checks.html>

SAFIS Info: <http://www.mass.gov/eopss/agencies/dcjis/procedure-for-correcting-a-state-or-national-criminal-record.pdf>

For general questions about the new law and its requirements, please call the Executive Office of Education at (617) 979-8340.