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Kevin W. Mulvey, Esquire  
Deputy Superintendent

## MEMO

To: All Staff, Volunteers, Vendors, Contractors, Etc.

From: Kevin W. Mulvey, Esq.  
Deputy Superintendent

Date: March 26, 2014

**RE: SAFIS - National Background Check (NBC) Application Process**

The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGo™ registration website is now available for all school districts, charter schools and private schools to begin scheduling fingerprinting appointments for the National Background Checks (NBC). **This applies to any employee, volunteer, vendor, contractor, etc., who may have direct and unmonitored contact with students.** The NBC does not take the place of the Massachusetts CORI process. The CORI process remains unchanged. Please be advised that the NBC fee for employees holding a professional license (DESE License) is \$55.00 and the NBC fee for employees not holding a professional license is \$35.00. Payment may be made online. If payment is not made online, you will be required to bring a bank check or money order with you to your appointment. If you schedule an appointment and miss your appointment without rescheduling you may be required to pay another registration fee. There are Saturday appointments available. The Quincy Public Schools Organizational/Provider Identification Code is **02430000**. Please make sure you input this code into the appropriate registration field so that your information is sent to the Quincy Public Schools. If you do not input the correct code, your application will remain incomplete. Please go to the below address to schedule your appointment for your NBC.

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

Currently, NBC enrollment centers are available in the following communities:

- Beverly
- Boston

### 1 | MEMO – SAFIS – NATIONAL BACKGROUND CHECK APPLICATION PROCESS

The Quincy Public Schools does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, or handicap, in its educational activities or employment practices.

- Bourne [Note: The hours of operation in Bourne have been extended on Wednesday until 7:00 PM]
- Brockton
- Leominster
- Pittsfield
- Springfield
- Worcester

Please be advised that there are two important documents you should be aware of on the SAFIS website. They are: the SAFIS Registration Guide for PreK-12<sup>th</sup> Grade Education (DESE), and SAFIS Form 004: How to Change, Correct, or Update Your National Criminal History Record Response.

At the completion of the fingerprint enrollment appointment, the NBC enrollment agent will give the employee or applicant a receipt. Individuals who were fingerprinted should provide a copy of that receipt to Deputy Superintendent Kevin W. Mulvey, Quincy Public Schools' Human Resources Department. The receipt will provide the District with confirmation that the fingerprints were captured and will also include important reference information should you need assistance from the Massachusetts Department of Criminal Justice Information Services (DCJIS).

Thank you for your continued cooperation in this important initiative.

xc: Dr. Richard DeCristofaro