



Springfield Public School's Information on How to Register for Fingerprinting for the National Criminal History Check

The Springfield Public Schools ("SPS") is required under M.G.L. c. 71 § 38R to obtain national fingerprint-based criminal background checks to determine the suitability of current and prospective employees, subcontractors, and laborers of SPS and employees or volunteers of educational or internship programs who may have direct and unmonitored contact with children.

You must register on line at <http://www.identogo.com/FP/Massachusetts.aspx> or by phone at (866) 349-8130.

For directions to and hours of operation of the center located nearest you, please visit <https://www.identogo.com/locations>.

The district's 8-digit DESE organizational code is **02810000**. Please use the code as the Provider ID during registration.

You must bring with you to your fingerprinting appointment your registration confirmation number and an acceptable form of identification. **Fingerprints will not be taken without identification.**

To obtain information on the fingerprinting process, please access the Identogo website for the following documents:

[Statewide Applicant Fingerprint Identification Services \(SAFIS\) Program Registration Guide for Pre-K - 12th Grade Education \(DESE\)](#)

[How to Change, Correct, or Update your National Criminal History Record Response](#)

At the conclusion of your fingerprinting appointment, you will be provided with a receipt. Within one week from your scheduled appointment, please send a copy of the receipt to Christina Deslauriers at Springfield Public Schools, Safety and Security Department, 1550 Main Street, Springfield, MA 01103.

If you have any questions regarding the fingerprinting process or the national background checks please contact Human Resources at (413) 787-7100 ext. 55390.