

## Employee Fingerprinting Requirements

### *Important Notice Regarding National Criminal Background Check*

All newly hired Cambridge Public Schools employees are required to submit to a fingerprint-based background check before beginning employment. The fingerprint process requires two steps. **The first step is to register online for an appointment to have your fingerprint taken by IdentoGO. The second is to physically visit an IdentiGO location you choose to have your fingerprints taken.**

*Note: If you have been employed by a Massachusetts school district and were previously fingerprinted within the past seven years, you may arrange to have your former school district send a Letter of Suitability on your behalf to the CPS Office of Human Resources.*

### HOW TO ARRANGE TO BE FINGERPRINTED

The vendor selected by the state to do fingerprinting for public school employees is **IdentoGO**. To register for an appointment online, please visit **IdentoGO** ([www.identogo.com/locations/massachusetts](http://www.identogo.com/locations/massachusetts)) to sign up for a date, time, and location to have your fingerprints taken. When you go online, you will find all the locations of the fingerprint centers. Day, evening, and Saturday appointments are available. You may also register for an appointment by calling 1.866.349.8130 if you prefer.

The cost is \$55 for school employees that hold a DESE educator license and \$35 for all others (i.e., school secretaries, food service workers, paraprofessionals, instructional aides, custodians, etc.). You may pay online when registering using your credit or debit card, or if you prefer, you may pay at the site where you have your fingerprints taken with a personal check, money order, or business check made payable in the exact amount. Credit and debit card payments cannot be made at the site, only online.

When you are asked to enter a **Provider ID** when registering, please use the following codes for the school or office you work in the most:

Amigos: 00490006  
Baldwin: 00490005  
Cambridgeport: 00490007  
CRLS: 00490506  
Cambridge Street: 00490305  
Central Office: 00490000  
Fletcher-Maynard: 00490090  
Graham & Parks: 00490080  
Haggerty: 00490020  
HSEP: 00490506

Kennedy-Longfellow: 00490040  
King Open: 00490035  
M.L. King, Jr.: 00490030  
Morse: 00490045  
Peabody: 00490050  
Putnam Avenue: 00490310  
Rindge Avenue: 00490315  
RSTA: 00490506  
Tobin: 00490065  
Vassal Lane: 00490320

When you are asked about **Applicant Employer Information** please complete the screen as follows:

Employer Name: Cambridge Public Schools  
Employer Phone: 617.349.6435  
Employer Address: 135 Berkshire Street, Cambridge, MA 02141  
Employer Contact Name: Office of Human Resources

Once you have registered online, you must print out a copy of your Registration Confirmation and bring it with you to your appointment. You must also bring an acceptable form of identification to your appointment, such as a Driver's license, valid State identification card, U.S. Passport, Permanent Resident Card, Alien Registration Receipt Card, etc.

**At the conclusion of your appointment, you will be provided with a receipt. You should retain your original receipt as proof you have completed the fingerprinting requirement.**

The fingerprinting process takes about 15 minutes. Fingerprints are sent electronically to the Massachusetts State Police for a statewide criminal history record check and to the Federal Bureau of Investigation (FBI) for a nationwide criminal record check. The results of both are returned to the Massachusetts Department of Criminal Justice Information Services (DCJIS) for review, and results are then returned to the CPS Office of Human Resources for review.

If you are a substitute, food service worker, or hold any other position where you may also work simultaneously in another public school district, you may select up to 10 other districts where you would like to have your criminal history report sent. You will need to have the provider ID code of those other districts prior to registering for an appointment. This will require that you call the Human Resources office of those other districts to get their code. This same logic applies to a teacher or to an administrator who is being hired in Cambridge who works in another school district, such as a coaching position.



**Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions, please feel free to contact the CPS Office of Human Resources at 617.349.6435.**