

# HARVARD PUBLIC SCHOOLS DISTRICT

## HARVARD, MASSACHUSETTS

### Statewide Applicant Fingerprint Identification Services (SAFIS) Program

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Massachusetts law now requires fingerprint-based criminal history record checks for most individuals involved with Department of Early Education and Care (EEC) licensed, approved, or funded programs. EEC, the Massachusetts Department of Elementary and Secondary Education (ESE) and the Executive Office of Public Safety and Security (EOPSS) have partnered with MorphoTrust USA to implement the Statewide Applicant Fingerprint Identification Services (SAFIS) Program and are working to provide convenient applicant fingerprinting enrollment centers throughout the Commonwealth of Massachusetts. NOTE: This Registration Guide is intended to provide guidance to individuals who are licensed or employed by EEC, or seek licensing or employment with an EEC-licensed family, small or large group/school-age child care provider, residential care program or adoption/foster care placement agency, as well as in-home non-relative caregivers, adoptive or foster parents and their household members, and individuals who provide transportation services on behalf of any EEC-licensed or funded program. If you work for a Pre-K program run by a public or private K-12 school, please consult the ESE registration instructions for Pre-K-12th Grade Education entities.

#### Overview of the Fingerprinting Process

The following is an overview of the SAFIS fingerprinting process:

- An applicant/employee [registers for a fingerprinting appointment](#) via either the MorphoTrust USA IdentoGo™ registration website or the MorphoTrust Massachusetts Customer Service (telephone) Center at (866) 349-8130;
- Provide your Harvard Public School District and ESE Organization Code: 01250000
- An applicant/employee goes to a MorphoTrust USA IdentoGo™ enrollment center on the date and time selected by him/her and has his/her fingerprints taken;
- Individuals will pay a fee to comply with this requirement of \$35.00 for non-licensed employees and \$55.00 for DESE Licensed Professionals (including those with pending applications/licenses).
- You will be provided with a fingerprint receipt. A copy of this receipt must be returned to Mary Zadroga

- in the Office of the Superintendent as a confirmation that the fingerprints were captured.
- The applicant's/employee's fingerprints are sent electronically to the Massachusetts State Police (MSP) 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 the State and National fingerprint-based criminal history record checks are returned to the MSP; and
- The State and National fingerprint-based criminal history record check results are returned to EEC for review. EEC will then determine if the applicant/employee is suitable or not suitable for the position sought.

For more information please visit:

<http://www.mass.gov> – frequently asked questions regarding background checks

or

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If you have any further questions, please contact Mary Zadroga, Executive Assistant to the Superintendent of Schools at [mzdroga@psharvard.org](mailto:mzdroga@psharvard.org)

Formerly known as L-1 Enrollment

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Services

- [Live Scan Fingerprinting](#)
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- [State Criminal History Report](#)
- [Notary Services](#)
- [Photo Services](#)

**Location Listing for MA**

**Please proceed to the registration page and register for your fingerprinting.**

**[Click here to schedule online or call toll-free \(866\) 349-8130](#)**

**Location listing is accurate as of Thursday May 01st 2014 8:10:37 AM CST - locations are subject to change without notice.**

[\[CENTRAL\]](#) [\[METRO BOSTON\]](#) [\[NORTHEAST\]](#) [\[SOUTHEAST\]](#) [\[WEST\]](#)

<u>Location</u>	<u>Address</u>	<u>Dates &amp; Times</u>
<b>CENTRAL</b>		
Framingham	Framingham, MA. (1657 Worcester Rd.) <a href="#">[Map (opens new browser)]</a>	Tue 9:00-7:00, Fri 9:00-6:00, Sat 10:00-3:00
Leominster	Leominster, MA. (20 Main St Suite 2c) <a href="#">[Map (opens new browser)]</a>	Mon - Fri 9:00-4:00; E/e Sat. 9:00-1:00
Milford	Milford, MA. (258 Main St., Suite 120) <a href="#">[Map (opens new browser)]</a>	M - F 7A-6P, Sa 9A-6P
Worcester	Worcester, MA. (35 Major Taylor Blvd..) <a href="#">[Map (opens new browser)]</a>	Tue, Thu 10-7; Sat 10-3
<a href="#">Back to top</a>		
<b>METRO BOSTON</b>		
Dorchester	Dorchester, MA. (11 Bay St) <a href="#">[Map (opens new browser)]</a>	Mon, Tue, Wed, Fri 9am-6pm, Thu 9am-7pm, Sat 9am-1pm
<a href="#">Back to top</a>		
<b>NORTHEAST</b>		
Beverly	North Beverly, MA. (Dodge Crossing 4 Enon Street) <a href="#">[Map (opens new browser)]</a>	Mon-Thu 2pm -9pm, Fri, 2-6pm, Sat, 10-2pm until 6/1/2014
Tewksbury	Tewksbury, MA. (4 Highwood Drive) <a href="#">[Map (opens new browser)]</a>	T 9A-6P, Th 10A-7P, Sa 10A-3P
<a href="#">Back to top</a>		
<b>SOUTHEAST</b>		
Bourne	Pocasset, MA. (50 Portside Drive, Unit F, Suite 2) <a href="#">[Map (opens new browser)]</a>	Tue,Thu,Fri, 8:00-4:30; Wed, 8:00-7:00
Brockton	Brockton, MA. (1285 Belmont St. Suite 10) <a href="#">[Map (opens new browser)]</a>	Mon, Tue, Wed, Fri 9-5:30, Thu 10-7, Sat. 9-1
Martha's Vineyard	Oaks Bluff, MA. (100 Edgartown Vineyard Haven Rd.) <a href="#">[Map (opens new browser)]</a>	Mon & Thu 3:00-6:00, Tue 12:00-4:00, Wed 12:00-3:00
Westport	Westport, MA. (17 Main Road) <a href="#">[Map (opens new browser)]</a>	Tue 8:00-4:30
<a href="#">Back to top</a>		
<b>WEST</b>		
Greenfield	Greenfield, MA. (184 Shelburne Rd.) <a href="#">[Map (opens new browser)]</a>	Mon. 9:00-6:00
Pittsfield	Pittsfield, MA. (160 North St. 1st Floor, Suite 101) <a href="#">[Map (opens new browser)]</a>	Mon, Tue, Wed, Fri, 9am-5pm, Thu, 9am-7pm, Sat, 9am-1pm
Springfield	Springfield, MA. (100 Congress Street) <a href="#">[Map (opens new browser)]</a>	Tue & Wed 9-6, Thu 10-7, Sat 10-3

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MorphoTrust USA™, a Morpho company and part of Safra Group, (formerly L-1 Identity Solutions) is the leading U.S. provider of identity solutions designed to simplify, protect and secure the lives of the American people. We enable the goal of "One Person, One Identity" — verifying applicants are who they claim to be and delivering the secure credentials that Americans rely on to exercise their rights, gain access to benefits and services, and ensure trusted transactions, while reducing fraud. We deliver solutions for secure ID issuance, as well as for border management, law enforcement, retail, travel, and applicant vetting using biometrics, document authentication and data verification — with a nationwide network of over 1200 convenient ID service centers.

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