



# GREATER NEW BEDFORD REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

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## **FINGERPRINTING/BACKGROUND CHECKS FOR SCHOOL EMPLOYEES**

As an employee of Greater New Bedford Regional Vocational Technical High School, you are required to submit to a national criminal background check by submitting your fingerprints through MorphoTrust USA IndentoGo. Your continued employment at Greater New Bedford Regional Vocational Technical High School is contingent on a completion and assessment of a national criminal background check as well as the state CORI check already completed – two (2) different background checks.

**You are required to schedule a fingerprinting appointment through the MorphoTrust USA IndentoGo™ online registration website at <http://www.i1enrollment.com/locations/?st=ma> or by calling the MorphoTrust USA Massachusetts Customer Service Center at 866-349-8130 (GNB's school code is 08250000).** Based on the date and time you select for your fingerprinting appointment, you will go to the selected MorphoTrust USA IndentoGo™ fingerprint enrollment center to have your fingerprints electronically captured using an electronic fingerprint system known as a live-scan device. Your fingerprints are then 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 fee charged to the employee and educator for the national fingerprint background check will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other school employees. The results of both the state and national fingerprint-based criminal history record checks are returned to the MSP and the Department of Criminal Justice Information Services (DCJIS) and disseminated to the authorized entity for review. This background check is mandated by the state and the cost is the responsibility of the employee.

If you have any questions or concerns regarding this, please feel free to contact Pamela Smith, Human Resources at 508-998-3321.

For more information regarding background checks, please go to:

<http://www.mass.gov/edu/birth-grade-12/early-education-and-care/laws-regulations-and-policies/background-records-check-regulations-and-policies/>.

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

If you have a dispute regarding your national criminal history record, please refer to:

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