

FINGERPRINTS: *PUBLIC SCHOOL PLACEMENTS*

FINGERPRINT PROCESS...

The fingerprint process requires TWO STEPS

- The first step is to register online for an appointment to have your fingerprints taken.
- The second step requires you to go to a location to physically have your fingerprints taken.

How to Register For a Fingerprint Appointment

It takes approximately 15 minutes to schedule an appointment. The cost is \$35, paid for by the individual applicant/student. Options for payment will be provided when you register. The process is as follows:

1. Navigate to www.identogo.com
2. Look for “Search for Services by State” and use the drop-down menu to select “Massachusetts”
3. Under Enrollment Services, select “Digital Fingerprinting”
4. Navigate to and select the box titled “Register for In-State Digital Fingerprinting Services”
5. When you are asked to indicate agency/sector, select “Pre-K-12th Grade Education (ESE)”
6. Confirm your agency by selecting “Yes”
7. When you are asked to indicate applicant type, select “All Other School Personnel”
8. When you are asked for a Provider ID, use the district’s ID.
 - a. For a list of Provider IDs, visit the following link and scroll down: [click here](#)
9. Click “Add Another Provider ID” to add more districts.
10. Once you have added **all** of your districts using their Provider ID, select “Correct”
11. On the “Appointment Details” page, look for the box to enter your zip code for the closest location.
12. Select your location and date and then choose “Click to schedule.”
13. Once you have chosen your appointment time, you will confirm an Acknowledgement & Release.
14. You will then fill out your personal applicant information and select a payment method.

NOTE: For questions, call IdentoGo Customer Service: at (866) 349-8130.

IMPORTANT

- Once you schedule your appointment, **PRINT** the confirmation page for your files. In addition, when you go for your fingerprinting, **KEEP** the copy of your receipt. This is proof that you have fulfilled the obligation, as a safeguard in case the reporting of your results is delayed.

Suitability Determination

BU Wheelock Students (herein noted as “Students”) should know that the MA fingerprint requirement includes a provision called Suitability Determination, which replaces the need for Students to be fingerprinted again **provided that** certain conditions have been met.

As a first step, Students who were fingerprinted in the past should ask Human Resources in their new district if a Suitability Determination letter will be acceptable and whether other conditions of

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acceptance apply (e.g., if the fingerprint needs to be within the past year). Pending the new district's decision, Students need to then request the Suitability letter from Human Resources in the district where the fingerprint check was previously completed. In the letter, the previous district verifies that the Student was fingerprinted and deemed suitable to work there during a given time period but cannot share the results. Once the letter is received by the new district, you will have satisfied the requirements per MA regulation ([Click Here](#)).

In addition, please note the following:

- a. Boston University does **not** keep fingerprint results and therefore **cannot** furnish this letter
- b. Not all districts accept a suitability letter and in these cases, Students must abide by the new district's policy and complete the fingerprint again
- c. It is the Student's responsibility to confirm whether the Suitability letter will be acceptable in the new district and accordingly to follow up with the past district to request the letter.