



# *Millis Public Schools*

*Robert Mullaney, Superintendent*

*245 Plain St. Millis, MA 02054*

*Phone: (508)376-7000 FAX: (508) 376- 7020*

*E-mail: [rmullaney@millisschools.org](mailto:rmullaney@millisschools.org)*

## *Small School, Big Family*

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### MEMO

TO: All employees of Millis Public Schools  
FROM: Robert Mullaney, Superintendent  
RE: Fingerprinting Law  
DATE: May 17, 2021

In September of 2013, Governor Patrick signed into law Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks." This new law expands on what we as public schools do with background checks for employees. Specifically, it requires a fingerprint-based state and national criminal record check for all school employees in addition to Criminal Offender Record Information (CORI) checks. The State Applicant Fingerprint Identification System (SAFIS) has been created for this purpose and there are several locations to have this done.

**All employees are required to obtain their fingerprint-based checks, and must provide the Millis Public Schools with evidence of having completed this process. If you have done this in another district we can request a Suitability Determination on your behalf.**

- Register for an appointment online at <https://www.identogo.com/locations> or register by phone at (866) 349-8130
- You will need to provide them with the **Millis Public Schools DESE Organization Code: 01870000** (substitutes and student teachers may provide up to 10 district organization codes to eliminate the need to pay the fee multiple times).
- Unlike state CORI checks that have no associated fee, individuals will pay a fee to comply with this requirement **\$35.00 for non-licensed employees** and **\$55.00 for DESE Licensed Professionals** (including those with pending application licenses. Paraprofessionals who hold a license, even if it may be expired, are considered to be licensed and therefore will need to pay \$55.00).
- Substitutes are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c.71, 38G, they will pay the \$55.00 fee; otherwise, they will pay the \$35.00 fee.
- Please provide a fingerprint receipt to Central Office for your personnel file.

If you have any further questions, please contact Kathy Villani at 508-376-7000