

WESTWOOD PUBLIC SCHOOLS
Westwood, Massachusetts

FINGERPRINT PROCESS

Massachusetts law requires that all public school employees submit their fingerprints for a one-time national criminal background check, in addition to the CORI check which only examines criminal activity in Massachusetts. This letter will help guide you through the registration process. **Please read through the attached guide before you register for an appointment to have your fingerprints taken.**

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 fingerprint taken.

- Please visit the IdentoGO MorphoTrust website at <http://ma.ibtfingerprint.com> to register for a date, time, and location to have your fingerprints taken.
- Choose “Pre-K-12th Grade Education (ESE)” as the Agency/Sector.
- When you are asked to provide a “Provider ID,” please use the following code: **03350000**.
- You may search by zip code or region to select a location to have your fingerprint taken.
- When you are asked about “Applicant Employer Information,” please complete the screen as follows:

Applicant Employer Information

Employer Name Westwood Public Schools		Employer Phone 781-326-7500		
Number 220	Direction ↓	Street Name Nahatan Street	Apt/Unit # 	
Country UNITED STATES ↓	Employer City Westwood	Employer State Massachusetts ↓	Employer Zip 02090	
Employer Contact Name				
PreFix Ms. ↓	First Name Emily	Middle Name 	Last Name Parks	Suffix ↓
Occupation Superintendent of Schools				

If you work for more than one school district (e.g., teach in Westwood and coach in another district), you may enter more than one “provider” (ie., employer) so that the report is sent to multiple districts. (You will need the Provider IDs for all districts that you want to receive the report.)

The fee is \$55 for staff who hold a DESE license and \$35 for those who do not hold a DESE license. You will need to pay with a credit card while online or indicate that you will bring a personal check with you to the appointment.

Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.

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Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. Please be advised that you may not begin work in the Westwood Public Schools until we have received the results of this background check.