



SWAMPSCOTT PUBLIC SCHOOLS
Superintendent's Office
MEMORANDUM

To: All Employees, Field Trip Volunteers(s), Student Teachers, Student Observers, Pre-Practicum Students & Coaches
From: Pamela R. H. Angelakis, M.A., M.Ed.
Subject: Background Checks Law (SAFIS/Fingerprinting)

If you hold a DESE license (licensed educators and specialists) the fee is \$55 (regardless of whether or not you are working under your license, if you have a DESE license you are required to pay the \$55 fee). If you have a pending application/license, you must also pay the \$55 fee.

If you do not hold a DESE license the fee for fingerprinting is \$35.

TO SCHEDULE A FINGERPRINTING APPOINTMENT

MorphoTrust, our fingerprinting vendor, continues to add locations and hours. Consult the MorphoTrust registration website for the latest information.

[Book a Digital Fingerprinting Appointment](#)
[or call 1-866-349-8130](#)

Select "Digital Fingerprinting";
"Schedule a New Appointment";
Agency/Sector: "Pre-K-12th Grade Education (ESE)"

Swampscott Public School Provider ID Code: 02910000

You may provide up to 10 district Provider ID Codes to eliminate the need to pay the fee multiple times. This should be done at the time you schedule your fingerprint appointment.

To find other districts please go to: profiles.doe.mass.edu/

Other surrounding provider ID codes:

Beverly	00300000	Peabody	02290000
Danvers	00710000	Revere	02480000
Lynn	01630000	Salem	02580000
Lynnfield	01640000	Saugus	02620000
Marblehead	01680000		

Results will remain confidential and be filed in the Swampscott Human Resources Office. You will only be contacted if results were found unsuitable.

If you have been fingerprinted in another district, please have them fax a Letter of Suitability to fax no 781-859-0195.