

RSU 4

Fingerprinting & CHRC (Criminal History Record Check) To-Do List

Certification is required every 5 years

Website: [Maine DOE Fingerprinting & Certification](#)

Fingerprinting & Background Checks

Important Certification Links

[Login to MEIS](#) - **Mozilla Firefox does not work** with the MEIS; please use Chrome, Safari, or another alternative.

[How to Create a MEIS Account](#)

[How to Apply for a Certificate](#)

[How to Apply for a Renewal](#)

[How to Apply for a Background Check \(CHRC\) Only](#)

Who Must be Fingerprinted

Anyone who works for a SAU that is over 18 years old

Anyone who is contracted through a SAU

What do I need to be Fingerprinted?

Step 1:
[Create a MEIS account](#)

Step 2:
[Submit a CHRC - non teaching approval application](#)

Step 3:
Register [here](#) to make your fingerprint appointment.

How often do I need to be Fingerprinted?

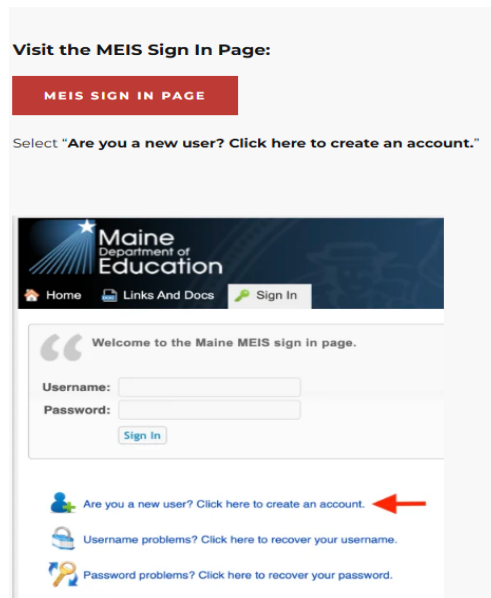
Every 5 years, unless you have been continuously employed for the last 5 years by a Maine school district.

****Coaches and Substitute Teachers** must be fingerprinted every 5 years, regardless of continuous employment.

What is the status of my Fingerprints?

You will need to provide your last name and last 4 digits of your Social Security Number.

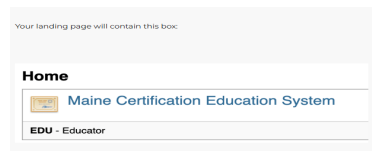
[Check Fingerprint Status](#)



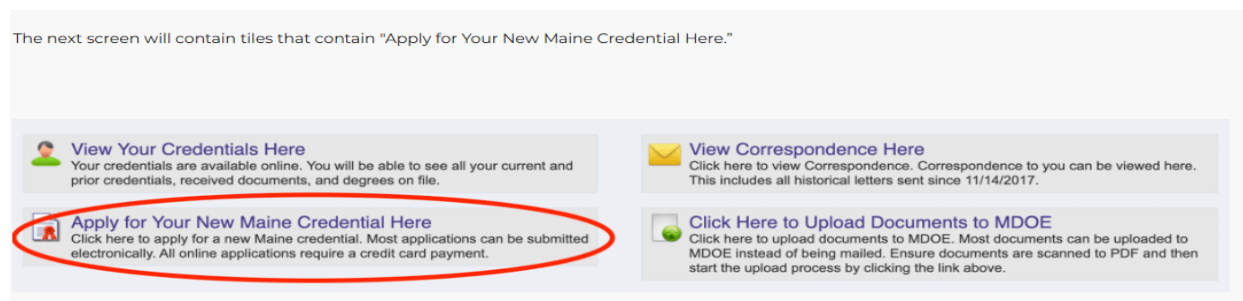
Step 1: Access the Fingerprinting Portal

Go to the website above.

Click **“EDU – Educator.”**



For this process, *everyone* applying to work in Maine schools (bus drivers, janitors, lunch staff, etc.) is considered an “educator.”



Step 2: FERPA Agreement

- Read and answer the questions as prompted.

- Select **“I agree.”**
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Step 3: Begin the Application (Step 1 Overview)

- The system will walk you through up to 15 steps, but you’ll skip many because you’re only applying for a **CHRC**.
 - If a step asks for documents you don’t have, simply click **“Next.”**
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Step 4: Personal Information

- Verify your name, address, and contact details.
- When asked about education level, select **“No bachelor’s degree.”**

This is required even if you do hold a degree—because you’re only applying for a CHRC.

Step 5: Add CHRC to Your Cart

- Choose **“CHRC (Non-Teaching Approval).”**
- Confirm the fee shows **\$15**.

If the amount is different, the wrong item was selected.

Step 6: Complete Required Information

- Fill in the **three required areas**.

- Answer **all background questions**.
- **Steps 10–12** may not appear, or you can simply select **“Next.”**

The MEIS system may look slightly different for each applicant.

Step 7: Upload Documents (Optional)

- If you have additional information to provide, upload it.
 - If not, click **“Next.”**
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Step 8: Payment

- Enter your **credit card information**.
 - Ensure the **billing address matches your credit card account address**.
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Step 9: Final Review

- Double-check all information for accuracy.
 - When ready, click **“Submit Application.”**
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Step 10: Fingerprinting Appointment

- Register for an appointment with **IdentoGO**:
[IdentoGO – Maine Locations](#)
 - The fee is \$55
 - Please ask for a receipt when you go to your fingerprinting appointment
 - Choose a convenient date, time, and location.
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Step 11: After Your Appointment

- The Maine DOE typically receives fingerprint results **within 2–3 business days**.
 - If clear, your **CHRC will be issued right away**.
 - Processing may take longer if anything appears on the background check.
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Step 12: Check Your CHRC Status

- Maine DOE **no longer mails credentials**.
- Log back into your **MEIS account** to check your CHRC status.
- To print verification for RSU 4 and send it to jessica.coulombe@rsu4.org:
 - Press **Ctrl + P** to print the credential screen