

ARLINGTON PUBLIC SCHOOLS NATIONAL CRIMINAL BACKGROUND CHECK FINGERPRINTING

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| STEP ONE | <p style="text-align: center;">THERE ARE TWO WAYS TO REGISTER:</p> <p style="text-align: center;"><u>HTTPS://WWW.IDENTOGO.COM/LOCATIONS/MASSACHUSETTS</u></p> <p style="text-align: center;">OR</p> <p style="text-align: center;">CALL MORPHO TRUST AT 866.349.8130</p> <p>IF YOU HAVE ALREADY BEEN FINGERPRINTED, IT IS <u>YOUR</u> RESPONSIBILITY TO HAVE A "LETTER OF SUITABILITY" FROM THE DISTRICT THAT DEEMED YOU SUITABLE EMAILED TO: KPIGOTT@ARLINGTON.K12.MA.US</p> <p>YOU WILL <u>NOT</u> BE PERMITTED TO WORK FOR THE ARLINGTON PUBLIC SCHOOL WITHOUT ARLINGTON PUBLIC SCHOOL HAVING RECEIVED YOUR FINGERPRINTING RESULTS <u>OR</u> ARLINGTON PUBLIC SCHOOLS HAVING RECEIVED YOUR SUITABILITY LETTER FROM ANOTHER DISTRICT.</p> <p style="text-align: center;"><u>THERE WILL BE NO EXCEPTIONS</u></p> |
| STEP TWO | <p>IF YOU REGISTER ONLINE, SELECT THE FOLLOWING:</p> <ol style="list-style-type: none"> 1) ONCE AT THE WEBSITE, SCROLL DOWN AND SELECT "STATE FINGERPRINTING" 2) SELECT "SCHEDULE A NEW APPOINTMENT" 3) IN THE "APPLICATION DETAILS" SCREEN SELECT , "PRE-K-12TH GRADE EDUCATION (ESE) 4) SELECT "EITHER LICENSED EDUCATOR OR ALL OTHER PERSONNEL" 5) SELECT "YES" TO CONFIRM AGENCY → 6) <u>SELECT PROVIDER ID NUMBER 00100000 FOR THE SCHOOL LOCATION.</u> 7) SELECT "CORRECT" TO CONFIRM ARLINGTON AS THE PROVIDER 8) ENTER YOUR "ZIP CODE" FOR CLOSEST LOCATION 9) IN THE APPOINTMENT DETAILS SCREEN, SELECT LOCATION AND REQUESTED APPOINTMENT DATE. 10) IN THE "ACKNOWLEDGE & RELEASE" SCREEN SELECT THE "I AM 18 OR OLDER" BOX. 11) COMPLETE THE "APPLICANT INFORMATION" SCREEN 12) VERIFY YOUR INFORMATION ON THE "VERIFICATION" SCREEN 13) PROCEED TO PAYMENT SCREEN AND COMPLETE <p style="text-align: center;">*COST: \$55.00 IF YOU HOLD A DESE LICENSE \$35.00 FOR SCHOOL SECRETARIES, FOOD SERVICE WORKERS, BUILDING SERVICE WORKERS, BUS DRIVERS, ETC.</p> |
| | BRING YOUR REGISTRATION CONFIRMATION TO YOUR SCHEDULED APPOINTMENT. |
| | BE SURE TO KEEP YOUR RECEIPT AS IT HAS A UNIQUE TRACKING NUMBER ON IT. |

| <u>Location</u> | <u>Address</u> | <u>Dates & Times</u> |
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| CENTRAL | | |
| Leominster- Central St | Leominster, MA. (1023 Central St Unit 460) [Map (opens new browser)] | Mon-Fri 9:00 - 4:00. E/O Sat 9:00 - 1:00 |
| Natick- W Central St | Natick, MA. (251 W Central St Bldg D Ste 35) [Map (opens new browser)] | Mon 11:00-4:00; Tue 9:00-12:00 & 1:00-7:00; Wed & Fri 9:00-12:00 & 1:00-6:00; Sat 10:00-3:00 |
| Webster- Main St | Webster, MA. (131 Main St) [Map (opens new browser)] | Mon-Tue & Thu/Fri 8:00-12:00 & 1:00-5:00; Wed 2:00-5:00; Sat 9:00-12:00 |
| Worcester- Lincoln St | Worcester, MA. (490 Lincoln St Unit 6) [Map (opens new browser)] | Tue&Wed 9:00-1:00 & 1:30-5:30; Thu 10:00-1:00 & 1:30-7:00; Fri 10:00-1:00 & 1:30-5:00; Sat 10:00-3:00 |
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METRO BOSTON

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| Boston - Drydock Ave | Boston, MA. (5-11 Drydock Ave Ste 2040 (2nd Flr)) [Map (opens new browser)] | Mon - Wed & Fri 9:00-1:00 & 1:30-6:00; Thu 9:00-1:00 & 1:30-7:00; Sat 9:00-1:00 |
| Dedham- Providence Hwy | Dedham, MA. (515 Providence Hwy Ste 102) [Map (opens new browser)] | Tue, Wed & Fri 9:00-12:00 & 1-5:30; Thu 10:00-1:00 & 2:00-7:00; Sat 10:00-3:00 |
| Everett- Broadway | Everett, MA. (930 Broadway) [Map (opens new browser)] | Mon, Tue, Wed & Fri 9:00-4:30; Thu 9:30-7:00; Sat 9:00-1:00 |
| Waltham- Moody St | Waltham, MA. (289 Moody St. Ste 112) [Map (opens new browser)] | Mon/Tue/Thu 9:00 - 1:00 & 1:30 - 5:30; Wed 10:00 - 1:00 & 1:30 - 7:00; Sat 9:00 - 3:00 |
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NORTHEAST

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| Billerica-Concord Rd | Billerica, MA. (296 Concord Rd Ste 200a) [Map (opens new browser)] | Mon-Wed 9:30-12:00 & 1:00-6:00; Thu 9:30-12:00 & 1:00-7:00; Fri 9:30-12:00 & 1:00-4:30; Sat 9:00-2:00 |
| Haverhill-Essex St | Haverhill, MA. (143 Essex St. Ste 205) [Map (opens new browser)] | Wed & Fri 9:00-12:00 & 1-5:30; Thu 10:00-12:00 & 1:00-7:00; Sat 8:00-2:00 |
| Methuen-Branch St | Methuen, MA. (9 Branch St) [Map (opens new browser)] | Mon 9:30 - 3:00 & 4:00 - 8:00; Tue/Thu/Fri 9:30 - 3:00; Wed 9:30 - 3:00 & 4:00 - 7:00 |
| Salem- Essex St | Salem, MA. (265 Essex St. Ste 102) [Map (opens new browser)] | Mon, Tue & Thu 9:00-5:00; Wed 11:00-7:00; F 9:00-4:00; Sat 10:00-3:00 |
| Tewksbury- Main St | Tewksbury, MA. (1445 Main St) [Map (opens new browser)] | Tue & Fri 9:00-12:00 & 1:00-5:30; Thu 10:00-12:00 & 1:00-7:00; Sat 8:00-1:00 |
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SOUTHEAST

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| Brockton-Belmont St | Brockton, MA. (1285 Belmont St. Ste 10) [Map (opens new browser)] | Mon - Wed & Fri 9:00-1:00 & 1:30-5:30; Thu 10:00-1:00 & 1:30-7:00; Sat. 9:00 - 1:00 |
| Dorchester- Whiting St | Hingham, MA. (38 Whiting St) [Map (opens new browser)] | Mon-Wed 9:00 - 5:30; Thu 9:00 - 7:00; Fri 8:00 - 5:30; Sat 8:00 - 2:00 |
| Nantucket- Old South Rd | Nantucket, MA. (128 Old South Rd) [Map (opens new browser)] | E/O Wednesday 8:30-12:00 & 1:00-3:00 |
| Nantucket- Surfside Rd | Nantucket, MA. (10 Surfside Rd) [Map (opens new browser)] | Last Wed 8:00 - 11:30 |
| New Bedford- Nash Rd | New Bedford, MA. (978 Nash Rd) [Map (opens new browser)] | Mon 9:00-2:30 & 3:30-7:00; Tue & Thur 9:00-11:00; Wed, Fri & Sat 9:00-2:30 & 3:30-5:00 |
| North Attleboro- Robert Toner Blvd | North Attleboro, MA. (11 Robert Toner Blvd. Ste 5) [Map (opens new browser)] | Mon, Tue, Thu, Fri 10:00-12:15 & 1:00-5:00; Wed 10:00-12:15 & 1:00-7:00; Sat 10:00-2:00 |
| Plymouth- Court St | Plymouth, MA. (385 Court St Ste 305/306) [Map (opens new browser)] | Tue 9:00-12:00 & 1:00-5:30; Thu 10:00-1:00 & 2:00-7:00; Sat 8:00-2:00 |