



# Hull Public Schools

Office of the Superintendent  
18 Harborview Road, Hull, Massachusetts 02045  
781-925-4400 Fax 781-925-8042  
[www.hullpublicschools.org](http://www.hullpublicschools.org)



Dear Prospective Employee:

Effective January 2013, all school employees and contractual service workers in Massachusetts are required to submit to national fingerprint-based state and national criminal background checks. As a prospective new employee of the Hull Public Schools, your employment is contingent upon satisfactory completion and assessment of a national criminal background check as well as the State CORI check which must be completed before you may begin work.

To register for fingerprinting online, go to: <https://MA.state.identogo.com> or register by phone at 866-349-8130. Select **Digital Fingerprinting** and then **Register for In-State Digital Fingerprinting** (below). When asked to select an agency/sector choose **Pre-K-12<sup>th</sup> Grade Education (ESE)**. If you hold a DESE teaching licensure, you'll select **Licensed Educator**. If not, select **All Other School Personnel**. The Provider ID number **01420000** and verify the provider address is 18 Harborview Road, Hull, MA 02045.

**For Licensing, Certification or Employment requirements in Massachusetts**

Important! You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

<p><b>In-State Digital Fingerprinting Services (Live Scan)</b></p> <p>To register for digital fingerprinting services at an in-state Identogo enrollment center, click the button below.</p> <p><b>Register for In-State Digital Fingerprinting Services</b></p>	<p><b>Out-of-State Digital Fingerprinting Services (Live Scan)</b></p> <p>To register for digital fingerprinting services at an out-of-state Identogo enrollment center, click the button below.</p> <p><b>Please note: an additional \$39.95 fee will be applied at time of service at Out-Of-State facilities.</b></p> <p><b>Register for Out-of-State Digital Fingerprinting Services</b></p>	<p><b>To Mail in Your Fingerprint Card - Out of State Applicants Only</b></p> <p>To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to Identogo after payment is made. <b>ONLY OUT OF STATE RESIDENTS</b> eligible for this option.</p> <p><b>Register for Fingerprint Card Processing Service</b></p>	<p><b>To Look Up or Change an Existing Appointment</b></p> <p>To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.</p> <p><b>Registration ID (REGID)</b></p> <p><b>Email Address</b></p>	<p><b>For Fingerprint Rejection Notices</b></p> <p>To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.</p> <p><b>Transaction Control Number (TCN)</b></p>
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The cost for this testing is \$55 for all DESE license holders and \$35 for all non-DESE license holders. You will be prompted to pay after you've completed the registration process which can be done online.

Please note, you will be required to show an acceptable form of identification at the time of your fingerprinting appointment so be certain to review the approved list under **Forms and Links**. The Commonwealth currently has multiple fingerprint testing locations available throughout the State. To see a complete list of MorphTrust USA enrollment centers, click the **Locations** link. Please retain your OBTN number after registering which will serve as a tracking number in the future.

**Suitability Determination Letter:** If you have already had a fingerprint check performed by IndentoGO/ MorphTrust within seven years for another Massachusetts school district, you do not have to have them redone. Please contact the Human Resources department of the school district and ask them to send me a Suitability Determination Letter. The letter should be emailed to [dbennett@town.hull.ma.us](mailto:dbennett@town.hull.ma.us).

For more information regarding national criminal background checks, please visit <http://www.mass.gov/edu/birth-grade-12/early-education-and-care/laws-regulations-and-policies/background-records-check-regulations-and-policies/> OR <https://malegislature.gov/Laws/SessionLaws/Acts/2013/Chapter77>

Judy Kuehn, Superintendent, [jkuehn@town.hull.ma.us](mailto:jkuehn@town.hull.ma.us)

*It is the policy of the Hull Public Schools that all programs, activities, courses of study, and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, or disability.*