

# Quincy Public Schools

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Kevin W. Mulvey, J.D.  
Interim Superintendent of Schools  
34 Coddington Street, Quincy, MA 02169  
617.984.8766  
kevinmulvey@quincypublicschools.com

## MEMO

To: All Staff, Volunteers, Vendors, Contractors, etc.

From: Kevin W. Mulvey, J.D.  
Interim Superintendent of Schools

Date: June 15, 2020

RE: SAFIS - National Background Check (NBC) Application Process

The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGO registration website is available for all districts, charter schools and private schools to schedule fingerprinting appointments for the National Background Checks (NBC). This applies to any employee, volunteer, vendor, contractor, etc., who may have direct and unmonitored contact with students. The NBC does not take the place of the Massachusetts CORI process. The CORI process still applies and is mandatory as well. Please be advised that the NBC fee for employees holding a professional license (DESE License) is \$55 and the NBC fee for all other school personnel is \$35. Payment may be made online. If payment is not made online, you will be required to bring a bank check or money order with you to your appointment. If you schedule an appointment and miss it without rescheduling, you may be required to pay another registration fee. Please note, there are Saturday appointments available. The Quincy Public Schools Organizational/Provider Identification Code is: **02430000**. Please make sure you input this code into the appropriate field so that your information is sent to the Quincy Public Schools. If you do not input the correct code, your application will remain incomplete. Please go to the web address below to schedule your appointment for your NBC.

**<https://ma.ibtfingerprint.com>**

Currently, NBC enrollment centers are available in the following local communities (see website for more locations in Massachusetts):

- Boston
- Dedham
- Rockland
- Brockton

## **SAFIS - Fingerprinting Instructions**

Quincy Public Schools does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, or handicap, in its educational activities or employment practices.

This is step by step instructions on how to schedule a fingerprint appointment. Please feel free to use this as your reference.

**<https://ma.ibtfingerprint.com>**

- Click on Schedule a New Appointment
- Using the drop down, choose **Pre-K - 12th Grade Education (ESE)** and click GO
- Indicate Applicant type: Licensed Educator (teachers, guidance counselors, etc) or All Other Personnel (secretary, bus monitor, paraprofessional, etc.) and click GO
- Confirm Agency: Be sure Pre-K - 12th Grade Education (ESE) and click YES information is correct.
- Put in Provider ID: **02430000** and click GO
- Confirm Provider: Quincy, 34 Coddington St., Quincy, MA 02169 and click CORRECT if information is correct. You may add another provider at this time if applicable.
- Enter Zip Code to find a location for fingerprints and click GO
- Pick a day, time, and location for fingerprint appointment and click GO
- Click on I am 18 years of age or older box, then fill in application information.

Once complete, your results will be sent to QPS.