

CARVER PUBLIC SCHOOLS
FINGERPRINTING INSTRUCTIONS

- You may schedule your fingerprinting appointment online through IdentoGO at: <https://ma.ibtfingerprint.com/> or call 866-349-8130
- Click the Online Scheduling link.
- You will be required to provide the Carver Public Schools ESE Provider ID which is: **00520000**
- The fee for fingerprinting is **\$55 for licensed educators** and **\$35 for all other school personnel** and **volunteers**. On-line payment options include credit cards and e-checks.
- Upon completion of your registration, you will receive a Registration Confirmation Number, which you must bring to your fingerprinting appointment.
- You are also required to bring an acceptable form of identification to your appointment. Fingerprints will not be taken unless you present an acceptable identification at your appointment. A valid, unexpired driver's license from any US state or territory is acceptable. Alternate forms of acceptable identification are listed in the Registration Guide.
- The district will be notified and sent the fingerprint record through the SAFIS system. At the conclusion of your appointment, you will be provided with a confirmation receipt. It is recommended that you keep this receipt as proof that fingerprints were captured.
- **If fingerprints have been captured before for a school district or child care facility**, a letter of suitability can be requested by the individual and should be sent by the former institution to Gina Marie Russell, *CPS SAFIS Point of Contact* at the email or fax number listed below.

If you have any questions, please contact:

Gina Marie Russell, CPS SAFIS Point of Contact

ph: 508-866-6160 fx: 508-866-2920 e-mail: RussellG@carver.org