



### **SCHEDULING YOUR APPOINTMENT**

If you have not had your prints taken through an Identogo location, please schedule an appointment online <http://identogo.com/FP/Massachusetts.aspx> or by phone at 866-349-8130. **WALKINS ARE NOT ACCEPTED**

#### Online Process:

- Click on the box “Digital Fingerprinting” > “In-State Live Scan.”
- Under Agency/Sector choose “PreK-12th Grade Education (ESE)” and hit go > Confirm your agency.
- At the next screen choose either “Licensed Educator” or “All Other School Personnel”
- Click “Go.”
- Provider ID: enter **01680000**. (sends results directly to Marblehead)

\*If you would like your fingerprints sent to multiple schools, you will need to obtain their individual codes and enter them at the time of booking your appointment

Applicants will only be notified if their fingerprints have been rejected by the location and another appointment is required.

Applicants will not hear from the administration unless there is a concern. Once favorable results have been obtained, applicants will be added to a clearance sheet secretaries have access to.

#### **NOTE:**

If you have been fingerprinted by another public school in Massachusetts within under 7 years, please have that school email a letter of suitability to [cori@marbleheadschoools.org](mailto:cori@marbleheadschoools.org). If applicable, a fingerprint appointment will not be required in place of the letter.