



City of Brockton

# BROCKTON PUBLIC SCHOOLS

Kathleen A. Smith, JD ♦ Superintendent of Schools

**Kathleen Moran, Executive Director**

Office of Human Resources

Phone (508) 580-7535 Fax (508) 580-7091

[kathleenmoran@bpsma.org](mailto:kathleenmoran@bpsma.org)

To: Prospective Brockton Public School Employees

From: Dr. Kathleen F. Moran

RE: National Background Check/Fingerprinting

Welcome to the Brockton Public Schools! You are receiving this memo in preparation for your appointment to be hired into the district. Effective July 1, 2013, all school employees are required to submit fingerprints for a national criminal background check. Prior to bringing your employment paperwork to Human Resources, you will need to make an appointment to schedule your fingerprint session. Please bring to your Human Resources appointment one of the following:

- A copy of your confirmed appointment to have your fingerprints taken, or
- A copy of your receipt that fingerprints have already been taken

On our website, [www.bpsma.org](http://www.bpsma.org) under "Fingerprinting" on the Human Resources page, you will find the Registration Guide as well as information concerning How to Change, Correct or Update your National Criminal History Record Response Paperwork. You are advised to read the Registration Guide prior to registering for an appointment.

To register for an appointment you may click on the link on the BPS website or go to: <http://www.identogo.com/FP/Massachusetts.aspx>, or call MorphoTrust at 1-866-349-8130. When registering, you will be required to enter the Provider Identification number for Brockton Public Schools so that the results will be sent to us. **The Provider Identification number for Brockton is 00440000.** Please note: you may enter up to ten Provider ID codes if you wish to have your fingerprint results sent to any other districts.

When completing the online registration, please enter the following information for the District as your employer:

- Teachers select "Licensed Educator" **EVERYONE ELSE selects "All/Other Personnel"**
- **Select Agency/Sector: "Pre-K-12<sup>th</sup> Grade Education (ESE)"**
- **Provider or Organization code 00440000**
- Brockton Public Schools  
43 Crescent Street  
Brockton, MA 02301
- Phone 508-580-7535



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- Employer Contact Name – Dr. Kathleen Moran, Executive Director of Human Resources

The actual fingerprinting process only takes about fifteen minutes to complete. Please be sure to bring the required identification with you to your appointment. If you hold an educator's license you will be required to pay a \$55 fee for fingerprinting. If you do not hold an educator's license (ie. support personnel) you will be required to pay a \$35 fee. The fee can be paid online when you register for an appointment or onsite at Morpho Trust at the time of the appointment. Payment options include money order, personal or business check, or credit card. Please note: onsite payment is limited to a check or money order.

We appreciate your cooperation in this matter. If you have any questions you may contact Jenelle White at 508-580-7535.

For more information about the national criminal background check, you may visit the following websites:

Massachusetts Executive Office of Public Safety and Security - [www.mass.gov/eopss](http://www.mass.gov/eopss)

Massachusetts Department of Elementary and Secondary Education - [www.doe.mass.edu](http://www.doe.mass.edu)