

# Board #111 Fingerprint Steps

## **Part #1 (one-time \$55 fee)**

- Go to <http://maine.gov/doe/cert/index.html>
- On the left of the page, click on “Fingerprinting”
- Click on [Fingerprint Sites & Online Registration](#)  
This will take you to an independent site [www.identogo.com](http://www.identogo.com)
- Click on the State of Maine from the map shown
- Click “Online Scheduling”
- Type in your name
- Select “Department of Education” from the drop down menu looking for your agency name
- Confirm your agency by clicking “yes”
- Choose “New Hire” from the drop down menu requesting your Applicant Type
- Enter your zip code to determine where the closest location is to you
- Choose a date, then a time from the location you have determined works best for you
- Check the box agreeing to the terms
- Fill in your information

Print off your confirmation and bring that along with a picture ID to your session, where you will have your fingerprints done.

## **YOU'RE NOT DONE YET!**

## **Part #2 (\$15 fee)**

- Go to <http://www.maine.gov/doe/cert/fingerprinting/index.html>
- Click on [Approval Instructions](#)
- Under the heading **Applicant Instructions** click on #4 [Complete the application](#)
- You must fill out this application for approval and send it along with your \$15 payment (payable to *Treasurer, State of Maine*)
- When you receive your card, send John Doe a copy of it.

## **Recommendations**

- Take care of this soon. The Department of Education is notorious for taking a while in processing background checks.
- Keep all documents and/or receipts, as fingerprints don't always come through clearly. This may require you to have them redone.
- Don't forget Part #2 as many think they're done once they have the prints taken care of.
- Be sure to send John Doe a copy.
- In five years, be ready to send a new application for a renewal. You will not need to have your prints redone.