

FINGERPRINTING PROCESS

BOARD #111

Who must be Fingerprinted

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- Board #111 Officials must be fingerprinted and complete a background check before any games will be assigned.
 - A copy of the Criminal History Records Check (CHRC) must be forwarded to the Board Secretary
 - Board Secretary will keep a record of all current CHRC
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What do I need to be Fingerprinted?

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- **Step 1:** Complete and Mail the [Application Approval Form](#)
 - **Don't forget to include the \$15.00 fee** or credit card number
 - Make checks payable to Treasurer, State of Maine
 - Mail to: Department of Education, Certification Office, 23 State House Station, Augusta, ME 04333-0023
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- **Step 2:** Register with our Fingerprinting Partner [IdentoGO](#)
 - Go to Department of Education web site listed below
 - www.maine.gov/doe/cert/fingerprinting/index.html
 - Go step 2 Register with fingerprinting partner IdentoGo
 - **They have a processing fee of \$55.**
 - **Follow the steps:**
 - Click on Schedule a new appointment
 - Next: Application Name: [Department of Education](#)
 - Confirm agency is Department of Education
 - Next: Application Type: New hire – need fingerprinting
 - Next: Acknowledge/Release – Check box I Agree
 - Next: Appointment Details: Enter your zip code for locations for fingerprinting.
 - The closest location is in Brewer at 484 Wilson Street it is behind Subway.
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- Click on the day of the week and time you want to schedule your appointment
 - Next click agree on the Acknowledge/Release page
 - Complete the Application Information. Items marked with a **!** must be completed
 - Follow the directions after completing the Application Information
 - **Note :** IdentoGO will provide you with an **ID and Confirmation, be sure to keep that.**
 - *Renewals only: If Renewing:* be sure to register as a "new hire" or IdentoGO will redirect you back to the Department of Education.
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How often do I need to be Fingerprinted?

- Every 5 Years, unless you have been continuously employed by a school district in Maine.
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What is the status of my Fingerprints?

- Go to Maine Department of Education web site:
 - www.maine.gov/doe/cert/fingerprinting/index.html
 - On the far right click on Check Fingerprinting Status
 - You will need to provide your last name, DOB and last 4 digits of your Social Security Number.
 - **Print** out the completed form and forward a copy to the Board #111 Secretary.
 - The process for fingerprinting will be about four weeks
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Message from the Department of Education:

Note: We are no longer mailing fingerprint cards or certificates as proof of credentials. For proof of credentials please [Check Application Status](#) through the Department of Education web site.

www.maine.gov/doe/cert/fingerprinting/index.html

4/8/18