

To start, go here:

<https://www.maine.gov/doe/cert/fingerprinting> or google "Maine DOE fingerprinting"

This is the screen you will see:

The screenshot shows the 'Fingerprinting' page on the Maine DOE website. The page has a dark navigation bar with links for About, Maine Educators, Teaching & Learning, Maine Schools, Testing & Accountability, Data & Reporting, and Funding. Below the navigation bar is a breadcrumb trail: Home → Certification & Credentialing → Fingerprinting. On the left is a sidebar menu with links for Certification Requirements, Initial Credentialing, Application, Renewal, Fingerprinting (highlighted), Authority & Forms, FAQs, and What is My Status. The main content area is titled 'Fingerprinting' and contains several sections:

- Who Must be Fingerprinted:** Lists three categories: anyone over 18 years old working for a school district, anyone contracted through a school district, and volunteers at the discretion of the school district. It also notes that if a letter to be fingerprinted is received, one should call within 2 days.
- What do I need to be Fingerprinted?:** Includes Step 1 (Download, Complete and Mail the Application Approval Form, with a \$15.00 fee) and Step 2 (Register with a Fingerprinting Partner, with a \$55 fee). It includes links for 'Application Approval Form' and 'Visit Identogo', and a note that Identogo provides an ID and Confirmation.
- How often do I need to be Fingerprinted?:** States every 5 years, unless continuously employed in Maine. A note specifies that Coaches and Substitute Teachers must be fingerprinted every 5 years regardless of continuous employment.
- Where do I get my Fingerprints?:** Includes a link for 'Find Approved Identogo Locations' and a note for Out of State Applicants. It also has a 'Visit Identogo' link.
- What is the status of my Fingerprints?:** Requires providing the last name and last 4 digits of the Social Security Number, with a 'Check Fingerprint Status' link.

On the right side, there are two dark blue boxes: 'APPLICATION STATUS' with a notice that processing time is approximately 3 weeks, and 'CERTIFICATION RESOURCES' with links for 'Check Application Status' and 'Step by Step - Create Account'. Below these is a pink box with a 'Please Note' about browser compatibility: Mozilla Firefox does not work with MEIS; Chrome, Safari, or another alternate is recommended. Two yellow callout boxes with red borders provide instructions: 'Step 1 Fill form and mail to DOE (form already printed for you below)' and 'Step 2, make application for fingerprinting and select appointment. See screenshots below.' Red arrows point from these callouts to the 'Application Approval Form' and 'Visit Identogo' links on the page.

**MAINE DEPARTMENT OF EDUCATION
APPLICATION FOR INITIAL EDUCATIONAL APPROVAL**

1. NAME (First, MI, Last, and optional suffix such as Jr., III)		2. Social Security Number - -		3. Other name(s) under which Your records are filed		DATE		
4. Mailing Address			5. EMAIL Address			6. City or Town	7. State	8. Zip Code
9. Home Phone	10. Sex ___ Male ___ Female	11. Date of Birth / / mo. day yr.		RETURN TO: DEPARTMENT OF EDUCATION CERTIFICATION OFFICE 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023				

THE FOLLOWING QUESTIONS MUST BE ANSWERED AND THE BOX CHECKED:

1. Have you ever had any professional certificate or license revoked or suspended or voluntarily surrendered it? YES ___ NO ___
2. Have you ever received a reprimand or other disciplinary action involving any professional certification or license? YES ___ NO ___
3. Have you ever been convicted of any misdemeanor or felony offense no matter the age? (this would include OUI's) YES ___ NO ___
4. Have you ever been substantiated by any states health and human services department for child abuse, either sexual or physical? YES ___ NO ___
5. Are you required to register as a sex offender in any state? YES ___ NO ___
6. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in this state or another state or country? YES ___ NO ___
7. Have you ever been investigated by an employer for inappropriate conduct or left a position while an investigation was pending, or to stop an investigation from moving forward? YES ___ NO ___

If the answer is yes to any of the above, please attach a detailed explanation.

I understand that this application contains no misrepresentations or falsehoods. I understand that misrepresentations or falsehoods may be cause for denial or revocation of my educational credential. I understand that I must notify the Commissioner of the Maine Department of Education in writing within 30 days if in the future the answers to any of these questions change.

Have you had your fingerprints taken as required by the Criminal History Record Check? (See enclosed instructions.)

___ YES ___ NO

If yes, where _____ Date: _____

I authorize the Dept. of Education to charge the applicable fees for this application:

M/C ___ VISA ___ EXPIRATION DATE ___ CREDIT CARD NUMBER _____

I hereby declare or affirm under penalty in the law for unsworn falsification that this application, and any supporting documentation provided in support of this application, contains no willful misrepresentations or falsifications and that the information given by me is true, accurate, and complete to the best of my knowledge and belief, and so far as based on information and belief, I believe the information to be true. I understand that my answers may be verified and that I may be declared ineligible for certification and subject to civil or criminal penalties if there are any misrepresentations.

SIGNATURE OF APPLICANT _____ **DATE** _____

STEP 2 SCREEN

Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Maine

Important! You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

For New Appointments

To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.

Schedule a New Appointment

To Mail In Your Fingerprint Card

To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to Identogo after payment is made. **Only out of state residents** or individuals physically unable to be digitally printed are able to use this option.

Register for Fingerprint Card Processing Service

To Look Up or Change an Existing Appointment

To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.

Registration ID (REGID)

Email Address

For Fingerprint Rejection Notices

To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.

Transaction Control Referral (TCR)

For Travel Security Screening and Transportation Threat Assessments:



HAZMAT



TSA Pre✓®



TWIC

If you have any questions with the website, please call (855) 667-7422.

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Step 2, click here

Application Details

Please select the agency from the below list.

Agency Name

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From the list you can pull down here, select Department of Education

Confirm Agency

This will require that a search of Maine and/or FBI records be conducted and you will be charged accordingly. If you are not sure that this is the license type that you will be applying for or whether you are the qualifier of the business, please contact your agency requesting clarification.

Please be aware that if you select the wrong agency and a change is required to be made at a later date, you will be required to pay the applicable fees again.

Please confirm your agency is Department of Education.

(By selecting No, you will be returned to the previous screen to make another choice. Selecting Yes will continue on.)

Need to start over?

Say YES

If you have any questions with the website, please call (855) 667-7422.

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Applicant Type

Please select your applicant type from the list below.

Applicant Type

Need to start over?

From pull down list, select "New Hire"

If you have any questions with the website, please call (855) 667-7422.

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Acknowledgement/Release

IMPORTANT-READ CAREFULLY BEFORE SIGNING
Fingerprint-Based Criminal History Record Request Authorization and Notification Form

The Maine State Bureau of Identification (SBI) will take the fingerprints through its contract provider Identogo to be used for your designated applicant type for this registration. SBI will electronically send the fingerprint record to the Federal Bureau of Investigation (FBI) for comparison against national criminal fingerprint records. SBI will also provide a State of Maine public CHR (criminal history record check).

The procedures for making a change or correction or for updating an FBI identification record are set forth in Title 28, CFR Section 16.34. The procedures for making a change or correction or for updating a state identification record are set forth in Title 16, M.R.S.A. Section 709.

You are required to provide certain information on the fingerprint card including personal descriptive data, residence, and your signature for verification and for authorization to submit the information for comparison against FBI records. The FBI does not retain noncriminal justice fingerprint submissions for those applying for license or employment purposes pursuant to Public Law 92-544.

I do NOT agree to the terms and conditions of this background check. By checking this box, the process will be terminated.

I ACKNOWLEDGE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to the Qualified entity with which I am or am seeking to be employed or to serve as a volunteer, by checking this box, I understand I am electronically signing this document and indicating my agreement with the terms and conditions of the background investigation.

Need to start over?

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Click "I agree" to give up all your liberties and freedoms

Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

[← Return to Start](#)

Enter a zip code to determine the closest fingerprinting location. [go](#)

or

Please choose the region you will be in for your identification appointment. Maine ▾ [go](#)

[Click here for a map of Maine](#)

Type in your zip code. Ask Chris Parker if you don't know your zip code

Need to start over?

[← Return to Start](#)

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Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

[← Return to Start](#)

Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.

Locations sorted by distance from 04402 << Previous Week **February 13 - February 19** Next Week >>

[Select Another Region or Zip Code]

	Thursday 2/13/2020	Friday 2/14/2020	Saturday 2/15/2020	Sunday 2/16/2020	Monday 2/17/2020	Tuesday 2/18/2020	Wednesday 2/19/2020
Brewer - Center St Brewer School Department 261 Center St Brewer, ME 04412 Directions	Click to Schedule	Closed	Closed	Closed	Closed	Click to Schedule	Click to Schedule
Belfast - High St Belfast Free Library 106 High St Belfast, ME 04915 Directions	Closed	Closed	Click to Schedule	Closed	Closed	Closed	Closed
Winslow - Benton St Winslow Elementary School 285 Benton Ave Rm 177 Winslow, ME 04901 Directions	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Augusta - Riverside Dr Adison's Printing 124 Riverside Dr Augusta, ME 04330 Directions	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Augusta - Community Dr IdentoGO 5 Community Dr Unit L106 Augusta, ME 04330 Directions	Closed	Closed	Closed	Closed	Click to Schedule	Click to Schedule	Click to Schedule

Pick your facility, time and day to go get fingerprinted. Filling this out should generate an email or some paperwork to take with you to the fingerprinting site.

Viewing Page 1 of 3 | [Next](#)

Need to start over?

[← Return to Start](#)

If you have any questions with the website, please call (855) 667-7422

Acknowledgement/Release

IMPORTANT - PLEASE READ CAREFULLY BEFORE SIGNING

The Maine Department of Education (MDOE) requires that applicants for an MDOE occupational credential be fingerprinted so that a criminal history record information check can be conducted. 20-A M.R.S.A. § 6103. The FBI fingerprint card (FD-258) used for this purpose is a record of MDOE that will be kept and maintained for MDOE by the Maine State Bureau of Identification (SBI). SBI will take the fingerprints through its contract provider Identogo and keep the fingerprint (FP) record digitally separate and apart from fingerprints taken for criminal justice purposes. Initially, and thereafter only at the request of MDOE, SBI will electronically send the fingerprint record to the Federal Bureau of Investigation (FBI) for comparison against national criminal fingerprint records.

The procedures for making a change or correction or for updating an FBI identification record are set forth in Title 28, CFR Section 16.34. The procedures for making a change or correction or for updating a state identification record are set forth in Title 16, M.R.S.A. Section 709.

You are required to provide certain information on the fingerprint card including personal descriptive data, residence, social security number, and your signature for verification and for authorization to submit the information for comparison against FBI records. The FBI does not retain noncriminal justice fingerprint submissions for those applying for license or employment purposes pursuant to Public Law 92-544.

Your social security number is required to keep records accurate because other people may have the same name and date of birth. See, Privacy Act of 1974 (Public Law 93-579). Federal Executive Order 9397 requests federal agencies to use this number to help identify individuals in agency records. MDOE requests this number for the same reason. Applications cannot be processed without it. The only use to which the number is used is to locate a record or to assure that a person and a record match.

I do NOT agree to provide the information requested for the stated limited purposes.

I agree to provide the information requested for the stated limited purposes.

Go

Need to start over?

[← Return to Start](#)

If you have any questions with the website, please call (855) 667-7422.

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**Click "I agree" again.
You are almost done. But
not quite.**

Applicant Information

Instructions

Items marked with an * are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

Applicant Name

Prefix	First Name *	Middle Name	Last Name *	Suffix
--------	--------------	-------------	-------------	--------

Applicant Alias or Maiden Name

Prefix	First Name	Middle Name	Last Name	Suffix
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[Add Alias \(up to 5\)](#)

Applicant Mailing Address

Number *	Direction	Street Name *	
Unit Designator			
Country *	City *	State *	Zip Code *

Methods of Contact

Please ensure you enter a valid contact phone number. The phone number will be used to contact you in the event there is important information we need to communicate regarding your appointment. We do not sell or share your phone numbers.

Phone 1 *	Phone 1 Type *	Phone 2	Phone 2 Type
Email *	Confirm Email		
Preferred Contact Method	Preferred Contact Time	Contact Notes/Instructions	
<input checked="" type="checkbox"/> Yes, please email me educational materials, special offers and information about other Identogo products and services.			

Applicant Demographic Data

Date of Birth (MM/DD/YYYY) *	Gender *	Height *	Weight *	Race *
Hair Color *	Eye Color *	Place of Birth *		
Citizen Country *	Social Security Number *			

Applicant Employer Information

Employer Name	Employer Phone		
Number	Direction	Street Name	Apt/Unit #
Country	Employer City	Employer State	Employer Zip
Employer Contact Name			
Occupation			

After You Have Entered All Required Information ---->

[Send Information](#)

Need to start over?

[Return to Start](#)

If you have any questions with the website, please call (855) 667-7422.

One more form to fill out electronically. Some fields are must fills. My advice, if the field is not required to be filled in, don't fill in the non-required fields.

Do not fill out this section. This does not apply to sports officials.

Certification Requirements
Initial Credentialing
Application
Renewal
Fingerprinting
Authority & Forms
FAQs
What is My Status

Fingerprinting

Who Must be Fingerprinted

Anyone who works for a school district that is over 18 years old

Anyone who is contracted through a school district

Volunteers may be asked to be fingerprinted at the discretion of the school district

If you get a letter to be fingerprinted call us 2 days after being fingerprinted

What do I need to be Fingerprinted?

Step 1: Download, Complete and Mail the Application Approval Form
**Don't forget to include the \$15.00 fee*

[Application Approval Form](#)

Step 2: Register with our Fingerprinting Partner. They have a processing fee of \$55.

[Visit IdentoGO](#)

Note: IdentoGO will provide you with an ID and Confirmation, be sure to keep that.

How often do I need to be Fingerprinted?

Every 5 Years, unless you have been continuously employed by a school district in Maine or if your certificate has lapsed more than 6 months.

****Coaches and Substitute Teachers** must be fingerprinted every 5 years regardless of continuous employment.

Where do I get my Fingerprints?

[Find Approved IdentoGO Locations](#)

Out of State Applicants: You will receive specific location details after you are registered with

[Visit IdentoGO](#)

What is the status of my Fingerprints?

You will need to provide your last name and last 4 digits of your Social Security Number.

[Check Fingerprint Status](#)

APPLICATION STATUS

NOTICE: Processing time will vary due to the cyclical nature of applications. Current processing time is approximately **3 weeks**

CERTIFICATION RESOURCES

[Check Application Status](#)

[Step by Step - Create Account](#)

Please Note:

Mozilla Firefox web browser **Does Not Work** with the MEIS, please use Chrome, Safari or another alternate.

After several weeks, you should get notification that your background check is complete. Once you do, click here, enter your information and print the resulting page. Send that page to me and you will be ready for assignments. We will not be able to assign you games until we have this form.

Once you can print your status, please email it to me. steve@herrickandsalsbury.com