



The Commonwealth of Massachusetts Executive Office of Public Safety and Security

Statewide Applicant Fingerprint Identification Services (SAFIS) Program

MASPA Meeting
March 28, 2014



SAFIS Program



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SAFIS Overview

*Any DESE license holder must pay \$35. Not the position -
If you have a DESE license, you must pay \$35*



Step One: Applicant Registers

- Web-based or call center registration allows the applicant to select the desired date, time and location of fingerprint appointment.
- All fingerprint appointments take place at a MorphoTrust USA Identigo™ enrollment center.
- Payment is collected electronically or at the time of fingerprint capture (check or money order only).
- Applicant is provided with confirmation of appointment.

Step Two: Applicant is Fingerprinted

- Applicant arrives at the appropriate MorphoTrust USA Identigo™ location at the selected date and time.
- MorphoTrust USA Identigo™ enrollment agent verifies applicant identification
- Applicant fingerprints are electronically.

10m average, 15 mins at site

SAFIS is only done through fingerprints - not other means to get fingerprint
ie (over phone, Facebook ID, etc..)

SAFIS Overview Continued...



Step Three: Massachusetts Fingerprint - Based Search is Conducted

*Step 2 (FBI's) impressions - 1 places hands flat on screen, the other is the agent
will take the Applicant's finger*

- Fingerprints are electronically transmitted to the Massachusetts State Police (MSP) State Identification Section (SIS).
- A fingerprint based search of the Massachusetts arrest fingerprint files is conducted.

Step Four: Federal Fingerprint - Based Search is Conducted

- Fingerprints are transmitted electronically to the Federal Bureau of Investigation (FBI).
- A fingerprint based search of the FBI arrest fingerprint files is conducted.

SAFIS Overview Continued...

*Expecting an 80% hit rate for population
from some other prints that cannot be taken,
up to 30 days to get report back*



**Step Five: State
and Federal
Search Results
Returned to DCJIS**

- All results, regardless if a record exists, are returned electronically to the Department of Criminal Justice Information Services (DCJIS)
- The DCJIS redacts records as required by CORI law.
- The results of the State and Federal fingerprint-based searches are returned to the requesting entity.

Fp Sites are Robing in similar 100% as RmV

- [illegible]

Registration Process Continued...



- **Provider Identification Number (Provider ID) –**
 - Each public school district and private school has been assigned an Organization Code by the Massachusetts Department of Elementary and Secondary Education (ESE).
 - This code will serve as the **Provider Identification Number** for SAFIS registration.
 - Up to Ten (10) Provider IDs allowed per registration.
 - District employees should use the ESE Organization Code assigned to the District and school employees should use the ESE Organization Code assigned to their school when they register for their appointment.
- **Acceptable Forms of Identification–**
 - Each applicant is required to show an acceptable form of identification at the time of their fingerprint appointment. **Fingerprints will not be taken without acceptable identification.** See Forms and Links on the MorphoTrust USA Registration Site for the approved list.

Registration Process Continued...



- **Payment Options–**
 - Payment options include: Money Order, Personal or Business Check, or Credit Card.
 - Onsite payment is limited to a check or money order.

Payment Collection

Your total is \$55.00. Please choose a payment method below.

1) Method of Payment

Money Order (pay onsite)	select
Personal Check (pay onsite)	
American Express (pay now)	
Discover (pay now)	
Visa (pay now)	
Mastercard (pay now)	

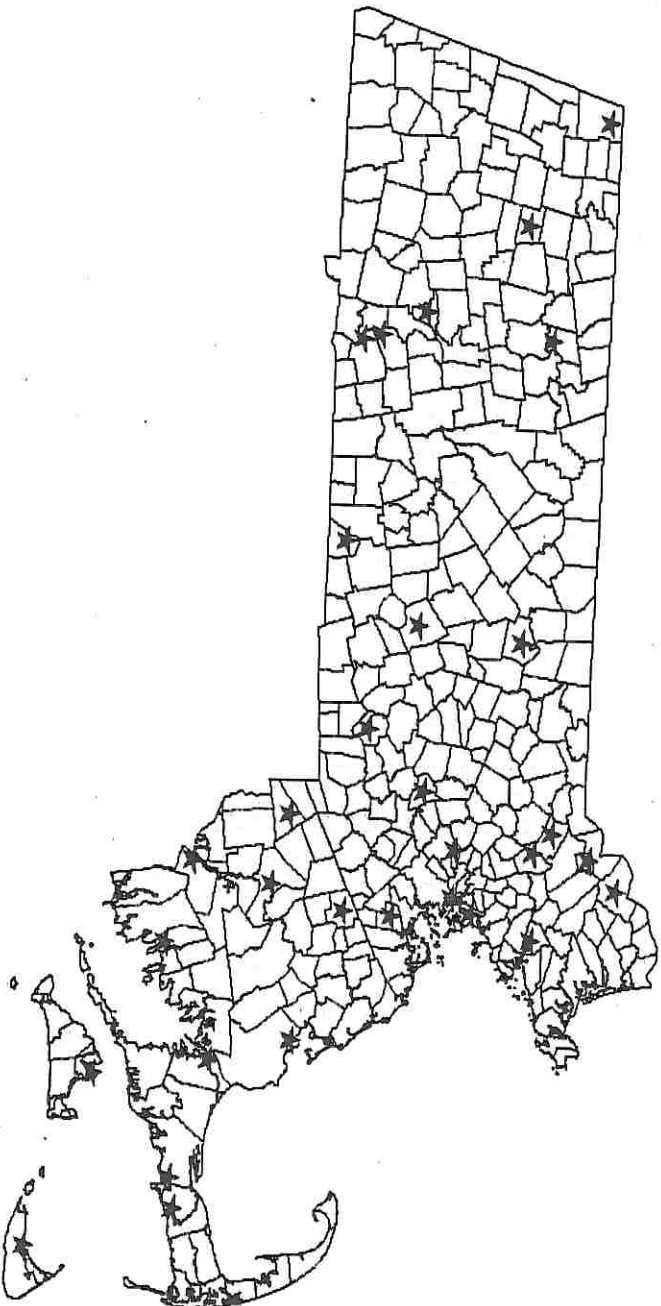
Need to start over?

[← Return to Start](#)

MorphoTrust USA Enrollment Center Rollout



- A total of **33** enrollment centers will be operational across the Commonwealth.



MorphoTrust USA Enrollment Center Rollout Continued.



- As of 3-27-14, **8** enrollment centers are operational across the Commonwealth.
Sites include:
 - Beverly
 - Boston
 - Bourne
 - Brockton
 - Leominster
 - Springfield
 - Worcester
- As of 3-28-14, **2** additional enrollment centers will be available for scheduling appointments:
 - Milford (Appointments beginning on April 7, 2014)
 - Tewksbury (Appointments beginning April 3, 2014)

opening 14th

MorphoTrust USA Enrollment Center Rollout Continued.



- EOPSS is working with MorphoTrust USA to bring an additional **23** sites online in the next two months. **Target** sites include:

Possibly the end of April

- | | |
|---------------------|---------------|
| – Attleboro | – Natick |
| – Braintree | – New Bedford |
| – Chicopee | – North Adams |
| – Danvers | – Plymouth |
| – Easthampton | – Revere |
| – Fall River | – Roslindale |
| – Framingham | – Southbridge |
| – Greenfield | – Taunton |
| – Haverhill | – Watertown |
| – Lawrence | – Wilmington |
| – Martha's Vineyard | – Yarmouth |
| – Nantucket | |



MorphoTrust USA Enrollment Center Rollout Continued.

- EOPSS is working with MorphoTrust USA to implement the On-Site Fingerprinting (Mobile) Option.
 - Minimum of **30** Applicants per session.
 - 2 Week Notice.
 - All applicants must pre-register and will be required to present identification at the time of the appointment.
 - Facility Requirements:
 - A room with an electrical outlet and Ethernet connection with access to the Internet.
 - A 6' or 8' table to set up the laptop, fingerprint scanner, and misc. equipment – this should be placed as close to electrical/network outlets as possible.
 - A few chairs for applicants waiting to be processed.

*Guest Office
C console for
to take a photo*

SAFIS Results



• Point of Contact–

- Each public school district and private school are required to identify one individual to serve as a point of contact who will be responsible for receiving all SAFIS results.
- This individual must be approved by the organization's respective Superintendent, Charter Leader, or Private School Director.
- Due to security requirements, the DCJIS will only disseminate results to an official organization e-mail account.
- Please complete SAFIS Form 002 and submit to safis@state.ma.us
 - This form will need to be completed anytime a change in the point of contact is required.

• SecureMail–

- DCJIS is disseminating results using the Commonwealth of Massachusetts secure email system known as SecureMail system.
- Each POC will be sent a test email and will be required to register with SecureMail.
- Each time a result is received, the POC will need to login into SecureMail to view the attachment.

SAFIS Results Continued...



• Results-

- There are two types of results:
 - No-Hit
 - The fingerprints submitted did not match against a record(s) in the Massachusetts State Police or Federal Bureau of Investigation (FBI) systems.
 - Hit
 - The fingerprints submitted did match against a record(s) in the Massachusetts State Police or Federal Bureau of Investigation (FBI) systems.
- Results contains two sections:
 - State AFIS Result
 - FBI AFIS Result

we use Review a check sheet of cards

See EO 153 web - we have a SAFIS page w/ all documents including a Sample FBI Report

only Follinias are fingerprinted in most states

Nationally, 50% of Records have open dispositions

- We can Report the evidence provide documentation of same disposition

Employee has not got a copy of Report - they can ask us for one

SAFIS Results Continued...



- **FBI Name Based Check–**

- In some instances, fingerprints submitted will not be accepted by the FBI due to a quality issue and the applicant will be contacted to schedule another appointment.
- A second FBI rejection will authorize MSP to request the FBI conduct a name based search.
- A name based search may take up to 30 days.

- **Record Change, Correction & Update–**

- The FBI **requires** an applicant or employee is notified of their right to change, correct and update a national criminal history record response.
- DCJIS has published instructions for distribution to each applicant or employee: <http://www.mass.gov/eopss/agencies/dcjis/procedure-for-correcting-a-state-or-national-criminal-record.pdf>

SAFIS Questions



<p>For assistance with scheduling, rescheduling, or cancelling an appointment, refunds, or directions to a MorphoTrust USA Identogo™ enrollment center.</p> <p>Monday-Friday 7:00 a.m. – 6 p.m. EST</p>	<p>MorphoTrust Massachusetts Customer Service Center</p> <p>Phone: (866) 349-8130</p>
<p>For assistance with obtaining a status or interpretation of your fingerprint-based criminal history check results. (NOTE: Please do not contact the Department of Criminal Justice Information Services until 72 hours has passed since your fingerprints were taken at a MorphoTrust USA Identogo™ enrollment center.)</p> <p>Monday-Friday 9:00 a.m.-5:00 p.m. EST</p>	<p>Massachusetts DCJIS</p> <p>Phone: (617) 660-4640</p> <p>TTY: (617)-660-4606</p> <p>Email: safis@state.ma.us</p>