

# **Maine DOE Fingerprinting Process**

## **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

## **What do I need to be Fingerprinted?**

**Step 1:** Complete and Mail the attached Application Approval Form.

*Don't forget to include the \$15.00 fee*

**Step 2:** Register with DOE's Fingerprinting Partner, Identogo. They have a processing fee of \$55.

Visit Identogo at [www.identogo.com](http://www.identogo.com) to schedule an appointment.

Note: Identogo will provide you with an ID and Confirmation Slip, be sure to keep this slip as it is proof that you have had your fingerprints taken.

## **How Often Do I Need to Be Fingerprinted?**

- Every 5 Years unless you have been continuously employed by a Maine School District.
- Coaches and Substitute Teachers must be fingerprinted every 5 years regardless of continuous employment.

**RENEWALS:** If Renewing and you have been continuously employed for 5 years by a Maine School District, you will need to Complete and Mail the attached Application Approval Form with \$15 fee. (fingerprints do not need to be done)

## **What is the status of your fingerprints?**

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

Go to <https://www.maine.gov/doe/cert/fingerprinting>

---

**NOTICE:** Current processing time is approximately 3 weeks.

**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 \_\_\_\_\_