

## Umpire Fingerprinting Instructions

From any internet browser, use this link to get to the Maine Department of Education Fingerprinting Website:

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

Fingerprinting is a two-step process, but both actions can be going on at the same time. There is no need to wait until you have your fingerprints taken to submit the “Application Approval Form” to the Department of Education

### **Step 1: Download, Complete and Mail the Application Approval Form**

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

- Click on “Application Approval Form” button to open the form and print it. (A copy is also attached.)
- Complete the form and return it by mail to the address shown along with the \$15 processing fee. The fee can be paid by check or credit card.

← → ↻ 🏠 <https://www.maine.gov/doe/cert/fingerprinting>

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**Maine**  
Department of  
Education

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## Fingerprinting

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### 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 1**

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

[Visit IdentoGO](#) ← **Step 2**

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

- To schedule a time and place to be fingerprinted click on the “Visit IdentoGO” button.

- On the IdentoGO screen, click on the green “Schedule a New Appointment” button.



## Maine

### Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Maine

#### 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

- On the Applications Details page, select “Department of Education” from the dropdown menu.
- Click the Go button.

## Application Details

Please select the agency from the below list.

Agency Name

Department of Education

--- Please choose an item from the list. ---

Board of Real Estate Appraisers

Bureau of Revenue Services

Department of Education

DHHS/Adam Walsh - Foster Parent

District Courts - Adoption

Maine Board of Licensure in Medicine

Maine Board of Nursing

Maine Board of Osteopathic Licensure

Maine Inland Fisheries and Wildlife Guide License

MAINE SBI NCPA/VCA

Private Industry Applicants

Probate Courts - Adoption

VISA Applicant

Go

If you have a

(855) 667-7422.

- On the Confirm Agency page, ensure the agency show “Department of Education”
- Click the “yes” button.

## Confirm Agency

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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.)

no

yes

- On the Applicant Type page, select “New Hire – need fingerprinting (initial applicants)” from the dropdown.
- Click the “Go” button.

## Applicant Type

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Please select your applicant type from the list below.

Applicant Type

Go Back

--- Please choose an item from the list. ---
--- Please choose an item from the list. ---
<b>New Hire - need fingerprinting (initial applicants)</b>
Out of State Applicants

Go

- On the Acknowledgement/Release page, check the “I AGREE” box.
- Click the “Go” button to continue.

# 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 CHRC (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 AGREE 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.

Go >

- On the Appointment Details page, enter your zip code and click the “go” button to search for locations. (We are using 04901-Waterville as an example)

## 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. 04901|

go

- A chart showing a list of locations and dates will appear.
- Use the “Next Week>>” link to navigate to a future week.
- Use the “Click to Schedule” link in the desired location row and date column to schedule your fingerprint appointment.

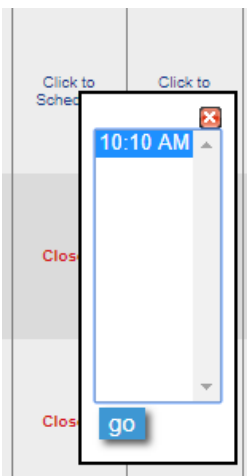
Locations sorted by distance from 04901 March 9 - March 15 [Next Week >>](#)

[[Select Another Region or Zip Code](#)]    Saturday 3/9/2019    Sunday 3/10/2019    Monday 3/11/2019    Tuesday 3/12/2019    Wednesday 3/13/2019    Thursday 3/14/2019    Friday 3/15/2019

Winslow- Benton St Winslow Elementary School 285 Benton Ave Rm 177 Winslow, ME 04901 <a href="#">Directions</a>	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Augusta - Riverside Dr Albison's Printing 124 Riverside Dr Augusta, ME 04330 <a href="#">Directions</a>	Closed	Closed	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>
Farmington- South St University of Maine - Technology Center 117 South St Farmington, ME 04938 <a href="#">Directions</a>	Schedule Full	Closed	Closed	Closed	Closed	Closed	Closed
Belfast - High St Belfast Free Library 106 High St Belfast, ME 04915 <a href="#">Directions</a>	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Lisbon- Lisbon Rd Ace Detective and Security Agency 72 Lisbon Rd Lisbon, ME 04250 <a href="#">Directions</a>	Closed	Closed	<a href="#">Click to Schedule</a>	<a href="#">Click to Schedule</a>	Closed	Closed	Closed

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- Select a time from the pop-up window and click the “go” button.



- On the next “Acknowledgement/Release” page, click the “I agree” option.
- Click the “Go” button.

# Acknowledgement/Release

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## 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 Identigo 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

- On the Applicant Information page, complete all fields marked with a red asterisk.
- Click the blue "Send Information" at the bottom of the page
- On the Information Verification page, review your information.
- If all appears correct, click the "go" button.
- If you need to make changes, click the "Change Application Details" button

# Information Verification

## YOUR REGISTRATION IS NOT YET COMPLETE

Please review all of the following information.

If any of this information is incorrect, please click the change button at the bottom of each section to make any needed changes to that section.

*If All Information Appears Correct ---->*

[go](#)

### Application Details

**Agency Name:** Department of Education

**Fingerprint Reason:** MDOE Education Personnel - 20-A MRSA 6103

*To change any information in this section >>>>*

[Change Application Details](#)

### Appointment Details

**Location:** Augusta - Riverside Dr  
Albison's Printing  
124 Riverside Dr  
Augusta, ME 04330  
United States

**Appointment Date:** 03/11/2019

**Appointment Time:** 10:10 AM

*To change any information in this section >>>>*

[Change Appointment Details](#)

- On the Payment Collection screen, choose a method of payment.
- Leave the Referral Code field blank.
- Click the “Send Payment Information” button.

# Payment Collection

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

1) Method of Payment  
Visa (Pay Now)

2) Your payment information will be collected by the next screens. No additional transaction fee will be assessed for use of online payment options. Please review our [Refund Policy](#) for details on receiving a refund of your payment.

3) Referral Code - [What is this?](#)

4)

- On the Registration Complete page, you can print a copy of your registration. It includes important information on what you need to bring to your fingerprinting appointment.
- When you are ready to pay, click the “Continue to Make Payment” button.
- Complete your payment information and click the “Pay Now” button to finish.

Fingerprinting is digital and the results are sent directly to the Department of Education Processing time once the DOE receives the results is currently 4 weeks.

The status of your certification request can be checked by going back into the “Fingerprinting” webpage of the DOE and clicking the blue box labeled “Application Status”

**Be sure to mark attend your fingerprinting appointment.**