

Process & Timeline for Fingerprinting/Background Check

*****Fingerprint/background checks are required before completing your Field Experience for Teacher Candidacy.*****

Maine Fingerprint Locations:

Augusta
Brewer
Portland
Presque Isle

1. Register for your fingerprint/background check at:

<http://www.identogo.com/FP/Maine.aspx>. When it prompts you to identify your agency name, you should select “Department of Education”. When it prompts you to identify your applicant type, you should select “New Hire”. You will pay a \$55.00 fee.

2. Download the “Application for Initial Educational Approval” at:

<http://www.maine.gov/doe/cert/fingerprinting/approval-instructions.html>. Download the form found in step 4 on the site. Complete the one-page application and mail it to the Dept of Education with \$15 fee.

3. Print out your registration confirmation.

You will need this for your own records.

4. Get fingerprinted at scheduled appointment time.

Usually they will ask for a picture ID and some other form of identification. You will need to take your appointment confirmation printout with you, as well.

5. Complete the “Application for Initial Educational Approval” as soon as you get fingerprinted and mail it to the Department of Education with the \$15.00 fee. You can get this form at the Information Desk in Shibles Hall.

6. When you receive your approval card from the Department of Education, **submit a copy of the card** to the Office of Field Experiences and Certification at the Information Desk in Shibles Hall. You will need this prior to starting your Field Experience for Teacher Candidacy.

* **Please note:** This process takes time. If you have not already been fingerprinted, **you should register immediately**. You **cannot** enter the schools without this authorization.