

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

What do I need to be Fingerprinted?

Step 1:

Create a MEIS account.
Submit a new application for CHRC.

The application fee will be \$15

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

[Visit IdentoGO](#)

To Create a MEIS account, go to <https://www.maine.gov/doe/cert/fingerprinting>

ADDITIONAL SUPPORT DOCUMENT

[Login to MEIS](#)

[How to Create a MEIS Account](#)

[How to Apply for a Certificate](#)

[How to Apply for a Certificate Renewal](#)

[How to Apply for a Background Check \(CHRC\) Only](#)

Please email us at cert.doe@maine.gov if you are requesting a PRAXIS Waiver



After Creating a MEIS Account, please schedule an appointment with IdentoGo-Maine

To register for fingerprinting:

1. Go to website: IdentoGo-Maine - <https://me.ibtfingerprint.com/>
2. Schedule a New Appointment
3. Agency Name - Department of Education
4. Select Yes, agency is Department of Education
5. Applicant Type - New Hire
6. Agree to terms and conditions
7. Enter your zip code or choose region you will be in for your identification appointment
8. Choose the location, date and time to have your fingerprints taken
9. Under Acknowledgement/Release, select to provide the information requested
10. Complete Application Information and the Employer Information you will need is:

Employer Name: RSU #13
Employer Phone: (207) 596-2002
Number: 28
Street: Lincoln Street
Employer City: Rockland
Employer State: Maine
Employer Zip Code: 04841
Employer Contact Name: Alli Young
Occupation: HR Director

Once you complete all sections and hit "Send Information", it should ask you for your payment information (\$55.00 fee) and it should give you a confirmation page that you will need to take with you to your appointment.

To view the status of your fingerprinting, visit the NEO Portal website:

<https://neo.maine.gov/doe/neo/TeacherCertification/TeacherCertification>