



## SCHOOL ADMINISTRATIVE DISTRICT # 41

**OFFICE OF THE SUPERINTENDENT**

37 West Main Street  
Milo, Maine 04463

Telephone: (207) 943-7317

Fax: (207) 943-5314

Shirley Wright  
Superintendent of Schools  
[swright@sad41.org](mailto:swright@sad41.org)

Darlene Ricker  
Administrative Assistant  
[dricker@sad41.org](mailto:dricker@sad41.org)

Lynn Ricker  
Business Manager  
[lricker@sad41.org](mailto:lricker@sad41.org)

Stephanie Salley  
Secretary/Accounts Payable  
[ssalley@sad41.org](mailto:ssalley@sad41.org)

**MEMORANDUM**

To: All Substitutes and Employees who need Criminal History Records Check

From: Darlene Ricker, Superintendent's Administrative Assistant

---

All personnel must receive criminal history record check approval in order to be employed in Maine public schools. If you have received your criminal history record check approval card, please make sure the Superintendent's Office has a copy of it on file. For those who have not completed this process, and wish to work for M.S.A.D. #41, you will need to register for fingerprinting and send an approval application to the state's Certification Office. Please complete the enclosed *Application for Initial Educational Approval* and return it to me. I will keep a copy for our records and send it to the Department of Education for you.

The fingerprinting registration fee is \$55.00. Please note that if you fail to keep your appointment or give at least one week prior notice for cancellation or rescheduling your appointment, the \$25 scheduling portion of the fee is non-refundable.

To make an appointment for fingerprinting you may send the attached *Fingerprint Registration Form* or if you have a credit card you may choose to go to their website and register online. Their website is located at <http://www.informe.org/cgi-bin/doe/fingerprint.pl>. The fingerprinting schedule of dates and locations is on the website. Generally, it is scheduled in Orono at the University of Maine once each month. All fingerprinting is scheduled on Saturdays.

When you go for your fingerprinting appointment you will need to show a picture ID to the police officer taking the fingerprints (a driver's license or Maine State ID is preferred). If you don't have it with you they will not take your fingerprints.

Please don't hesitate to call me at 943-7317 or email me at [dricker@sad41.org](mailto:dricker@sad41.org) if you have any questions or need the schedule of fingerprinting dates.



DEPARTMENT OF EDUCATION  
CERTIFICATION OFFICE

FINGERPRINT REGISTRATION FORM

NAME: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
\_\_\_\_\_ SS#: \_\_\_\_\_  
\_\_\_\_\_

The registration fee for fingerprinting is **\$55.00**. Please submit a **money order** in the amount of \$55.00 payable to Treasurer, State of Maine. We do not accept personal checks for this purpose.

You may elect to use MC, VISA or DISCOVER to pay the \$55.00 fee. Please check card type and enter correct credit card information.

MC \_\_\_ VISA \_\_\_ DISCOVER \_\_\_ EXPIRATION DATE \_\_\_\_\_

VALIDATION #: \_\_\_\_\_ (3-digit security # on back of card)

ACCOUNT NUMBER \_\_\_\_\_

Cardholder Signature Required: \_\_\_\_\_

Please list at least three choices of fingerprint sessions that you wish to register for starting with your first choice. List date and location.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Once we receive your information and you have been registered, we will mail you your confirmation number along with directions to the site. If you have any questions, please feel free to contact us at (207) 624-6603.

MAIL FORM TO: Department of Education, Certification Office, 23 State House Station,  
Augusta, ME 04333-0023