

## **Wellesley POPS Fingerprinting Policy**

### **Who needs to be fingerprinted:**

If you will be volunteering “back of house” during drama productions and will be in close contact with students (costumes, makeup, hair) then you will need to be fingerprinted in addition to submitting a CORI form.

### **Cost/Paying for fingerprinting:**

POPS will pay for the cost of fingerprinting for any one who requires this service in order to volunteer for a WPS/POPS production. Please submit receipts to our treasurer, at [wellesleypopstreasurer@gmail.com](mailto:wellesleypopstreasurer@gmail.com). Current cost is \$35. Email your receipt with your name, mailing address and the production you are working on to the email address and you will be reimbursed. Checks go out once or twice a month.

### **Where to go:**

There are other options but here’s one! Make an appointment at Identogo in Waltham: <https://www.identogo.com/>. Wellesley’s Provider ID is: 03170000

More information on this can be found here: <https://wellesleyps.org/hr/fingerprinting-requirements/>

**Thank you for your cooperation!**