

## Fingerprinting Process from Start to Finish as of July 14, 2017

On **July 14, 2017**, the ORI TEACH will no longer be in use. You must use the Service Code or URL below to schedule your fingerprinting appointment.

1. All fingerprinting required by the Education Department for certification or employment in schools must be scheduled with MorphoTrust. There are three ways to schedule an appointment:
  - a. Log onto [www.IdentoGO.com](http://www.IdentoGO.com) and enter the appropriate service code from this table:

APPLICANT FOR	SERVICE CODE
Certification	14ZGQT
Employment	14ZGR7

- b. Click on the appropriate URL from this table below:

APPLICANT FOR	URL
Certification	<a href="https://uenroll.identogo.com/workflows/14ZGQT">https://uenroll.identogo.com/workflows/14ZGQT</a>
Employment	<a href="https://uenroll.identogo.com/workflows/14ZGR7">https://uenroll.identogo.com/workflows/14ZGR7</a>

- c. Call MorphoTrust at: 877-472-6915 to schedule an appointment.

If you have any questions, please contact the NYSED Fingerprint Helpdesk at: [ospra@nysed.gov](mailto:ospra@nysed.gov) or call (518) 473-2998.

### Fingerprinting Changes Frequently Asked Questions

**Q: How do I schedule a fingerprinting appointment?**

A: Contact MorphoTrust by going to their website at [www.identogo.com](http://www.identogo.com) or calling (877) 472-6915.

**Q: What method of payment can I use for my fingerprint application fee?**

A: The fingerprinting fee can be paid on-site at the time of the fingerprinting appointment with a check, cash or credit card.

**Q: What is the total fee for fingerprinting? The total fee for fingerprinting is \$99.00.**

A: The fee breakdown is as follows:

DCJS Fee	\$75.00
FBI Fee	\$12.00
MorphoTrust Fee	<u>\$12.00</u>
<b>Total</b>	<b>\$99.00</b>

**Q: Where are the MorphoTrust locations in the state?**

A: A list of currently available locations can be found at [www.identogo.com](http://www.identogo.com).

**Q: Are photos required to be submitted?**

A: Yes. MorphoTrust takes a photograph at the time the fingerprints are scanned.

**Q: What kind of ID information do I need to provide for fingerprinting?**

A: You **must have** two (2) forms of identification. At least one form of identification must contain a photo.

### **Acceptable Photo Identification Documents**

- U.S. Passport (unexpired or expired)
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card (issued by U.S. State or Territory)
- U.S. Student ID Card with photo (High School or College)
- Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B)
- Photo ID Card issued by Federal, State or Local Government

### **Additional Identification Documents**

- Voter Registration Card
- U.S. Military Card or Draft Record
- Military Dependent's ID Card
- Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Canadian Driver's License
- U.S. Social Security Card
- Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal
- Certification of Birth Abroad (Issued by U.S. Department of State)
- U.S. Citizen ID Card (Form I-197)
- School Record or Report Card (*only accepted for applicants under the age of 18*)
- Clinic, doctor or hospital record (*only accepted for applicants under the age of 18*)

### **Q: What if I need to be fingerprinted for my New York State teacher or administrator certification and I do not reside in New York State?**

A: There are two options:

1. You can make an appointment at a MorphoTrust Enrollment Center in New York State; or
2. You can contact NYSED at [ospra@nysed.gov](mailto:ospra@nysed.gov) for instructions on how you may satisfy the fingerprinting requirement for purposes of certification only.

### **Q: How will I know if my fingerprints are rejected?**

A: MorphoTrust will contact applicants whose fingerprints are rejected using the telephone contact information provided during the fingerprint application process. If they are unsuccessful after three attempts, then MorphoTrust will attempt to notify the applicant of the rejection by sending a letter to the applicant at the address provided. When an applicant receives notice that their fingerprints have been rejected, it is imperative that they follow up with MorphoTrust to be reprinted in a timely manner. Failure to do so may result in an inability to complete the existing application and the requirement that the applicant start the process over and pay a new fee.

### **Q: How does NYSED find out that I have been fingerprinted?**

A: Information provided to MorphoTrust during the fingerprint application process is electronically transmitted to the TEACH system maintained by NYSED.

### **Q: How can I find out information about my fingerprints?**

A: Applicants that have an account in TEACH (i.e., teacher certification applicants or holders) and school employment applicants who have created an account in TEACH can view information about the status of their fingerprint application in TEACH.

### **Q: Will school employers still be able to view information about the status of a fingerprint application in TEACH?**

A: Yes. School employers will be able to view messages in TEACH that provide status information relative to the progress of a fingerprint application. The status messages are anticipated to be updated on a daily basis.