

Educator Integrity

Fingerprinting

Fingerprint Process

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Teacher Discipline

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# Fingerprint Process

## Effective as of July 1, 2020

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

All fingerprinting required by the Education Department for certification or employment in schools must be scheduled with MorphoTrust/IDEMIA. There are two ways to schedule an appointment:

a. 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>

b. Call MorphoTrust/IDEMIA at: 877-472-6915 to schedule an appointment. Provide the appropriate service code from this table:

APPLICANT FOR	SERVICE CODE
Certification	14ZGQT
Employment	14ZGR7

Follow all instructions and make payment as necessary. The total fingerprint fee as of July 1, 2020 is **\$102.00**.

ENTITY	FEE
DCJS	\$75.00
FBI	\$13.25
MorphoTrust/IDEMIA	\$13.75
<b>Total</b>	<b>\$102.00</b>

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

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89 Washington Avenue  
Albany, NY 12234

### CONTACT US

NYSED General Information: (518) 474-3852  
 ACCES-VR: 1-800-222-JOBS (5627)  
 TASC (formerly GED): (518) 474-5906  
 New York State Archives: (518) 474-6926  
 New York State Library: (518) 474-5355  
 New York State Museum: (518) 474-5877  
 Office of Higher Education: (518) 486-3633  
 Office of the Professions: (518) 474-3817  
 P-12 Education: (518) 474-3862



## Fingerprinting Changes

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

A: Contact MorphoTrust by going to their website at **www.identogo.com** and choose *New York State* from the *Select Fingerprinting Service by State* list, scroll down and click on *State Fingerprinting* and enter the appropriate service code (see below), or call (877) 472-6915.

### **Q: What is the Service Code Number for the New York State Education Department ("NYSED")?**

A: The service code for certification is: 14ZGQT  
The service code for employee is: 14ZGR7

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

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

### **Q: How do I go about informing my potential employer about my fingerprints?**

A: All candidates must go to the **New York State Department of Education website** and set up a TEACH account. There is no cost to the applicant to set up an account. All information regarding your fingerprints will be communicated to your potential employer through this system. It is secure and is used by all public schools and BOCES throughout New York State.

### **Q: Do schools still use TEACH to request clearances, view status messages and enter hire/termination dates?**

A: Yes. Schools will still request clearance for employment and view information concerning an applicant's status (i.e. full clearance, conditional clearance, denied, fingerprint images rejected, new prints needed, etc.), and enter hire/termination dates through the TEACH system.

### **Q: Does MorphoTrust charge a fee for their services?**



## Nassau BOCES

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 forms of identification. At least one form of identification must contain a photo.

#### Acceptable Photo Identification Documents

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

#### Additional Identification Documents

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

### **Q: Am I required to have my fingerprints electronically scanned?**

A: Yes. Electronically scanned fingerprints captured at a MorphoTrust location in New York State are required for all applicants for certification and employment.

### **Q: Do I have to pay another fee if I have to get re-fingerprinted due to a rejection?**

A: No. If fingerprints are rejected due to poor quality prints and a reprint appointment is necessary, there is no additional charge, provided that the reprints are submitted in a timely manner. It is



Nassau BOCES

**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 must 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. If you do not have a TEACH account, you will need to establish one at [www.highered.nysed.gov/tcert/teach](http://www.highered.nysed.gov/tcert/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.

Nassau BOCES

71 Clinton Road, P.O. Box 9195  
Garden City, NY 11530-9195

(516) 396-2500  
Contact Us

Business Services

Communications Office

Curriculum, Instruction and Technology

Facilities Services

Human Resources

Interscholastic Athletics

Regional Schools and Instructional Programs

Special Education

East Rockaway, New York 11518, United States ✕

## New York

### IdentoGO - State Agency Enrollment ▼

5.4 miles away

[236 Fulton Ave](#)  
[A&M Professional Security Consultant Ste 200](#)  
[Hempstead, NY 11550](#)

#### Location Hours

Monday-Friday: 9:00 AM - 1:00 PM & 1:30 PM - 5:00 PM E/O Saturday: 9:00 AM - 1:00 PM

#### Available Services

State Agency Enrollment, FBI Identity History Check

[Schedule Appointment \[/locations/new-york\]](#)

### IdentoGO - State Agency Enrollment ➤

8.5 miles away

### IdentoGO TSA PreCheck™ Enrollment at Staples ➤

East Rockaway, New York 11518, United States ✕

## New York

**IdentoGO - State Agency Enrollment** ➤

5.4 miles away

**IdentoGO - State Agency Enrollment** ▼

8.5 miles away

[90-24 161st St](#)  
[Jamaica, NY 11432-6143](#)

### Location Hours

Monday-Friday: 8:00 AM - 6:00 PM Saturday: 8:30 AM - 3:00 PM

### Available Services

State Agency Enrollment, FBI Identity History Check

[Schedule Appointment \[/locations/new-york\]](#)

**IdentoGO TSA PreCheck™ Enrollment at Staples** ➤

9.1 miles away

East Rockaway, New York 11518, United States ✕

## New York

**IdentoGO - State Agency Enrollment** >

5.4 miles away

**IdentoGO - State Agency Enrollment** >

8.5 miles away

**IdentoGO TSA PreCheck™ Enrollment at Staples** v

9.1 miles away

[91-30 Van Wyck Expy](#)  
[Jamaica, NY 11418](#)

### Location Hours

Monday-Saturday: 9:10 AM - 10:40 AM & 11:00 AM - 12:00 PM & 12:30 PM - 3:00 PM  
& 3:20 PM - 5:00 PM

### Available Services

TSA PreCheck™

[Schedule Appointment \[/locations/new-york\]](#)