

Guidance Document for Fingerprinting Process

How do I schedule a fingerprinting appointment?

1. **Complete OSPRA 101** form and return to: City School District of Albany, 1 Academy Park, Albany, N.Y. 12207, Attn: Human Resources **OR** e-mail form to humanresources@albany.k12.ny.us.
2. **Contact MorphoTrust** by going to their website at www.identogo.com and clicking on New York State on the map, or calling (877) 472-6915.

IMPORTANT: What is the ORI Number for the New York State Education Department ("NYSED")?

On the MorphoTrust system, NYSED uses a code (which is easier to remember) rather than a number. The NYSED code is:

ORI Number:	TEACH
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What method of payment can I use for my fingerprint application fee?

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 only. At this time, the fingerprint scanning locations are not equipped to handle credit card payments. If you want to pay by credit card, the fee must be paid online, or over the telephone in advance of your fingerprint scanning appointment. The only way to pay for fingerprints at the time of scanning is by check (i.e., personal, business check, government check, certified check, bank check or money order made payable to "MorphoTrust USA")

As of February 2, 2016, NY Enrollment Centers will no longer accept cash payments (on-site).

What is the total fee for fingerprinting? The total fee for fingerprinting is \$99.70.

The fee breakdown is as follows:

DCJS Fee	\$75.00
FBI Fee	14.75
MorphoTrust Fee	<u>9.95</u>
Total	\$99.70

Where are the MorphoTrust locations in the state?

A list of currently available locations can be found at www.identogo.com. Select "NY" and then click on "Locations" to view the listing.

Are photos required to be submitted?

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

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

You must have two 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*)

What if I have been fingerprinted for employment before?

It depends on why you were fingerprinted. If you were fingerprinted after July 1, 2001 and you submitted your fingerprints to the State Education Department pursuant to the SAVE Legislation, then you do not need to be fingerprinted again for subsequent employment in a covered school, irrespective of whether you ever worked there, or for subsequent applications for certification. If you were fingerprinted for another type of employment, such as a daycare worker, a security guard, a police officer, etc., you need to be fingerprinted again. The information that is contained in the reports that were generated as a result of those fingerprinted is maintained by another entity and is confidential. The Education Department does not have access to that information for making the determinations relating to employment and certification that it is under an obligation to make.

What types of individuals are exempt from the fingerprinting requirement?

Volunteers and employees who have no direct contact with students, are examples of individuals who are exempt. There are also special rules that apply to performing artists, guest lecturers who will be in a covered school five days or less. Please refer to the [Part 87 of the Commissioner's Regulations](#) for the definition of prospective school employee.

Who gets notified of the clearance?

If you are seeking clearance for employment in a school district, charter school or BOCES, a copy of the clearance is mailed to you and the school district, charter school or BOCES. If you are seeking clearance for certification the Office of Teaching Initiatives will be notified directly when your fingerprints have been cleared.

How long does it take to get a clearance?

Generally, it takes the Education Department approximately 12-16 weeks from the time OSPRA receives your fingerprint packet until a clearance is mailed to you and the covered school and/or the Office of Teaching Initiatives. Online applications and payments will be processed within 2 - 4 weeks of receipt of your fingerprint cards. If your fingerprints are rejected or you have a criminal history, resolution of your fingerprint clearance will take longer.

How will I know if my fingerprints are rejected?

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.