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## Fingerprinting Process

Below are the steps to be followed to obtain fingerprints prior to employment.

- Start the fingerprinting process by contacting MorphoTrust at [www.identogo.com](http://www.identogo.com) and clicking on New York State on the map, or by calling (877) 472-6915.
- For a list of locations, select “NY” and then “Locations” at the bottom of the screen.
- To schedule an appointment click on “Online Scheduling”, or call (877) 472-6915.
- The ORI number to be used is **TEACH**
- The fingerprinting fee (currently \$99.70) can be paid at the time of scheduling through a credit card or on-site at the time of the fingerprinting appointment with a check made payable to “MorphoTrust USA”, or cash. At this time, the fingerprint scanning locations are not equipped to handle credit card payments.
- The applicant must have two forms of identification. At least one form of identification must contain a photo. Acceptable identification documents include:

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
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)	School record, Report card, Clinic, doctor, or hospital record (only accepted for applicants under the age of 18)
U.S. Citizen ID Card (Form I-197)	Certification of Birth Abroad (Issued by U.S. Department of State)

Following the fingerprints being taken, MorphoTrust will electronically transmit the information to the TEACH system maintained by NYSED. The applicant should create a TEACH account by clicking the “Self-Register” link at <http://www.highered.nysed.gov/tcert/teach/>.

Applicants, as well as BOCES, can check the status on the fingerprint application by logging on to TEACH at the site above.