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?

A: Yes. Call MorphoTrust at 877-472-6915 for fee.

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 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: 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 must 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 important that you advise MorphoTrust that you are getting re-fingerprinted because your fingerprints were rejected (rather than an initial set of fingerprints which requires payment of a fee).

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

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 daily.