

Fingerprinting Process for Employment

To schedule an appointment

To schedule an appointment to be fingerprinted, contact MorphoTrust at www.identogo.com or by calling (877) 472-6915.

- When you visit the website, click on NY on the map.
- Click “online scheduling”
- Click the link to continue in English
- Enter your first and last name
- In the ORI number box, enter TEACH
- Choose a fingerprint reason from the drop-down menu
- Enter your zip code
- A list of available locations and dates will appear. Choose a location and date, then “click to schedule”. A list of available times on that date will appear. Choose a time.
- Complete the personal information requested on the next page and click send information.
- Continue to follow the online instructions.

Fee

The fee for fingerprinting is \$99.70, which includes the following:

DCJS (Division of Criminal Justice Services – NYS)	\$75 FBI
	\$14.75
MorphoTrust fee	\$9.95

Identification Needed

A photograph will be taken at the time of fingerprinting.

You must provide two forms of identification. At least one form 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*)