Fingerprinting Process from Start to Finish as of January 1, 2019

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.

1. 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:

   Enter the appropriate service code from this table:

<table>
<thead>
<tr>
<th>APPLICANT FOR</th>
<th>SERVICE CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification</td>
<td>14ZGQT</td>
</tr>
<tr>
<td>Employment</td>
<td>14ZGR7</td>
</tr>
</tbody>
</table>

   a. Use the appropriate URL from this table below:

<table>
<thead>
<tr>
<th>APPLICANT FOR</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification</td>
<td><a href="https://uenroll.identogo.com/workflows/14ZGQT">https://uenroll.identogo.com/workflows/14ZGQT</a></td>
</tr>
<tr>
<td>Employment</td>
<td><a href="https://uenroll.identogo.com/workflows/14ZGR7">https://uenroll.identogo.com/workflows/14ZGR7</a></td>
</tr>
</tbody>
</table>

   b. Call MorphoTrust/IDEMIA at: 877-472-6915 to schedule an appointment. They're located at 1723 Burnet Avenue, Syracuse, NY 13206.

   c. MorphoTrust/IDEMIA's hours are as follows:

      Tuesday: 12:00pm-2:30pm & 3:00pm-8:00pm
      Wednesday, Thursday & Friday: 8:30am-12:30pm & 1:00pm-8:00pm
      Saturday: 9:00am-12:30pm & 1:00pm-5:00pm

2. Follow all instructions and make payment as necessary. The total fingerprint fee as of January 1, 2019 is $100.25.

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCJS</td>
<td>$75.00</td>
</tr>
<tr>
<td>FBI</td>
<td>$13.25</td>
</tr>
<tr>
<td>MorphoTrust/IDEMIA</td>
<td>$12.00</td>
</tr>
<tr>
<td>Total</td>
<td>$100.25</td>
</tr>
</tbody>
</table>

3. If you have any questions, please contact the NYSED Fingerprint Helpdesk at: ospra@nysed.gov or call (518) 473-2998.
You must bring two forms of ID with you and at least one form must contain a photo.

**Acceptable Photo Identification Documents:**

- U.S. Passport (unexpired)
- 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)

Information provided to MorphoTrust/IDEMIA during the fingerprint application process is electronically transmitted to the TEACH system maintained by NYSED. Applicants that have an account in TEACH can view information about the status of their fingerprint application in TEACH.