

# FINGERPRINTING CHANGES for NYSED CERTIFICATION

## FINGERPRINTING PROCEDURES PROIR TO 07/10/2015

NYSED managed fingerprinting:  
TEACH Online Services

Method of Fingerprinting:

Livescan fingerprinting systems and “ink and roll” card submission.

Fingerprinting Application:

Fingerprint application and fee submitted trough individual’s TEACH Online Services Account. Go to OTI website:  
[www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

Payment:

Payment submitted electronically by credit card through TEACH or by mail via: printable coupon accompanied by certified check, bank check, money order or employer check payable to NYS Education Department.

<u>Fingerprinting Application fees:</u>	DCJS fee:	\$75.00
	FBI fee:	\$14.75
	Total:	<b>\$89.75</b>

Scheduling Fingerprinting Appointment:

After electronic application has been submitted individual must contact participating locations to schedule Livescan or “ink and roll” appointment. (i.e. local police station, school district, BOCES, select colleges)

Acceptable Photo Identification Documents: You must have two forms of identification. At least one form of identification must contain a photo.

- 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.

## NEW FINGERPRINTING PROCEDURES EFFECTIVE 08/03/2015

MorphoTrust fingerprinting:  
Statewide Vendor Managed System (“SVMS”)

Method of Fingerprinting:

Electronically scanned fingerprints captured at a MorphoTurst location.

Fingerprinting Application:

Register at MorphoTrust Enrollment Center to make application.  
[www.identogo.com](http://www.identogo.com) **ORI Number\*: TEACH**

\*An ORI Number is a unique number that is assigned to the New York State agencies by the New York State Division of Criminal Justice Services (“DCJS”). It is a way for both the vendor and DCJS to know which agency to send the fingerprint results to once the fingerprinting process is complete.

Payment\*

Payment may be paid at the time of scheduling by credit card or employer escrow account, or on-site at the time of the fingerprinting appointment with a cash or check only (i.e. personal, business check, government check, certified check, bank check or money order) made payable to “MorphoTrust USA”.

<u>Fingerprinting Application fees:</u>	DCJS fee:	\$75.00
	FBI fee:	\$14.75
	MorphoTrust fee:	\$09.95
	Total:	<b>\$99.70</b>

\*Schools or contract service providers may submit payment by school or business credit card; school or business check; escrow account established with MorphoTrust . (see [www.identogo.com](http://www.identogo.com), select “NY” and then select “Forms and Links”)

Scheduling Fingerprinting Appointment:

Contact MorphoTrust by going to their website at [www.identogo.com](http://www.identogo.com) and clicking on New York State on the map, or calling (877) 472-6915.

Acceptable Photo Identification Documents: You must have two forms of identification. At least one form of identification must contain a photo.

- 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)
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