

# FINGERPRINTING PROCEDURES – 2 Steps

## I. NYSED - TEACH Online Services

Must register with New York State Office of Teaching Initiatives online at – [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)  
Follow the Self-Register with Teach link for completion.

## II. MorphoTrust Fingerprinting: Statewide Vendor Managed System (“SVMS”)

### Method of Fingerprinting:

New York State agencies use one vendor for capturing fingerprints for civil purposes (i.e. employment, licensing, pistol permits, etc.). The name of the vendor is MorphoTrust and additional information can be obtained at: [MorphoTrust Services](#)

### Fingerprinting Application:

On **July 14, 2017**, the ORI TEACH will no longer be in use. You must use the Service Code or URL 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. There are three ways to schedule an appointment:

- a. Log onto [www.IdentoGO.com](http://www.IdentoGO.com) and enter the appropriate service code from this table:

APPLICANT FOR	SERVICE CODE
Certification	14ZGQT
Employment	14ZGR7

- b. Click on the appropriate URL from this table below:

APPLICANT FOR	URL
Certification	<a href="https://uenroll.identogo.com/workflows/14ZGQT">https://uenroll.identogo.com/workflows/14ZGQT</a>
Employment	<a href="https://uenroll.identogo.com/workflows/14ZGR7">https://uenroll.identogo.com/workflows/14ZGR7</a>

- c. Call MorphoTrust at: 877-472-6915 to schedule an appointment.

2. Follow all instructions and make payment as necessary. The total fingerprint fee is \$100.25.

ENTITY	FEE
DCJS	\$75.00
FBI	\$13.25
MorphoTrust	\$12.00
Total	\$100.25

3. If you have any questions, please contact the NYSED Fingerprint Helpdesk at: [ospra@nysed.gov](mailto:ospra@nysed.gov) or call (518) 473-2998.

## Payment\*

At the time of the fingerprinting session the applicant can use a credit card, NCAC account coupon or voucher code or check. Make checks payable to "MorphoTrust USA"

**Acceptable Photo Identification Documents:** You must bring **one** of the valid/unexpired identification documents from the list below to your enrollment appointment.

- Driver's license issued by a U.S. state or by a Territory of the United States provided that such license contains a photograph and information including the name, date of birth, gender, height, eye color and address;
- ID card issued by a federal, state, or local government agency or by a Territory of the United States provided that such ID card contains a photograph and information including the name, date of birth, gender, height, eye color and address
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Foreign Driver's License; (Mexico and Canada only)
- Department of Defense Common Access Card; or
- Employment Authorization Document that contains a photograph (Form I-766);
- Foreign passport;
- Military Dependent's Identification Card;
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551);
- U.S Coastguard Merchant Mariner Card;
- U.S. Military Identification Card;
- U.S. Passport;
- U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States (Examples: Temporary Worker Visa (B1/B2/H1B/H2B/L1/TN1), Permanent Employment Visa (EB 1-5), Visitor Visa (B2), Cultural Exchange Visa (J1), or Temporary Non-Immigrant Religious Worker Visa (R1);
- Uniformed Services Identification Card (Form DD-1172-2);