

FINGERPRINTING PROCESS FROM START TO FINISH

All fingerprinting required by the NY State Education Department for certification or employment in a school must be scheduled with Morpho Trust at www.IdentoGo.com

1. Log onto [www. IdentoGo.com](http://www.IdentoGo.com) and click on New York
2. Scroll down to “Let’s Get Started” where you can select **On-line Scheduling**. Enter First and Last Name.
3. Enter “**TEACH**” in the ORI Number box. (This will ensure your fingerprint results get sent to the State Education Department)
4. Fingerprint reason – click **NYS Employee Application** –
5. Click on the date and time at the location that you want to go to. Then click “**next step**”
6. Complete the Application Information and make the payment. The total fingerprint fee is \$99.25.

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| DCJS Fee | \$75.00 |
| FBI Fee | 12.00 |
| Morpho Trust Fee | <u>12.25</u> |
| | \$99.25 |

7. You may also call Morph Trust at 877-472-6915 to schedule an appointment
- ❖ If you have any questions, please contact OSPRA(Office of School Personnel Review & Accountability) at 518-473-2998

The following are some locations and times. There are more locations on-line.

East Aurora – 292 Main St, East Aurora
Tues – Thurs 10:00am -1:00pm

Delevan – 44 Main St., Delevan
Thurs. 9:00am – 12:00 and 1pm -3pm

Houghton 9876 Luckey Dr., Houghton
Tues 9:30-2:00pm
Wed 9:30-3:30pm