Fingerprint-Supported Background Check

New York State requires a fingerprint-supported background check for certification applicants in teaching, counseling, and administration. The State Department of Education encourages all students to be fingerprinted early in their programs (i.e., in the first semester if possible) in order to expedite the clearance process. If you have already completed the fingerprinting process, you do not need to repeat it. If you are not certain that your fingerprints are on file with New York State, please contact OSPRA at 518.473.2998 (Monday-Friday, 9am-4pm) or at ospra@mail.nysed.gov.

The New York State Education Department (NYSED) has eliminated use of the Livescan fingerprinting systems and the “ink and roll” card submission process. NYSED has joined the Statewide Vendor Managed System operated by MorphoTrust. The phone number for MorphoTrust is (877) 472.6915.

Applying for Fingerprinting and Scheduling a Fingerprint Scanning Appointment

- Please go to the following website: www.highered.nysed.gov/tsei/ospra/fpprocess.html.
- You will find Fingerprinting Process from Start to Finish. Please pay attention to the instructions before beginning the fingerprinting application/scheduling process.

Paying for Fingerprinting

- The total fee for fingerprinting as of 7/14/2017 is $99.00.
- A list of currently available Fingerprint Scanning Enrollment Center locations in New York State can be found at www.identogo.com.
- Two forms of identification must be brought to the scanning appointment. At least one form of identification must contain a photo.

Transmitting Fingerprint Information to TEACH/Viewing Fingerprint Information on TEACH

- Information provided to MorphoTrust during the fingerprint application process is electronically transmitted to the TEACH system.
- Applicants that have an account in TEACH can view information about the status of their fingerprint application in TEACH.
• K-12 Schools can view messages in TEACH that provide status information related to the progress of a fingerprint application. The status messages are updated daily.

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Please contact Pamela Kaptein, Certification Officer at pkaptein@warner.rochester.edu or at 585.276.5405, with your questions about information contained in this document.