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.

Applying for Fingerprinting and Scheduling a Fingerprint Scanning Appointment

- Contact MorphoTrust by going to their website (www.indentogo.com) and clicking on New York State on the map—or by calling (877) 472.6915.

- You can complete an online application and schedule a fingerprinting scanning appointment online, or you can speak with a MorphoTrust representative on the telephone to complete both the application and appointment processes.

- The ORI “Number” for NYSED is TEACH. In other words, NYSED uses a code rather than a number.

Paying for Fingerprinting

- The total fee for fingerprinting is $99.70.

- If you want to pay by credit card, the fee must be paid in advance of your fingerprint scanning appointment either through an online application OR by using the telephone to complete an application.

- If you want to pay with cash OR check (i.e., personal check, certified check, bank check, or money order—made out to MorphoTrust U.S.A.), your cash or check must be brought to the fingerprint scanning appointment. Credit cards cannot be used at the actual fingerprinting scanning appointment.
ID Information Required at the Fingerprint Scanning Appointment

- Two forms of identification must be brought to the scanning appointment. At least one form of identification must contain a photo.

**Acceptable ID Documents WITH PHOTOS**
1. U.S. passport (unexpired or expired)
2. Unexpired foreign passport
3. U.S. driver’s license
4. U.S. student ID card with photo
5. Photo ID card issued by federal, state, or local government
6. Permanent resident card

**Acceptable ID Documents WITHOUT PHOTOS**
1. Voter registration card
2. U.S. military card
3. Military dependent’s ID card
4. Native American tribal document
5. Canadian driver’s license
6. U.S. social security card
7. Original or certified copy of a birth certificate (with official seal) issued by authorized U.S. agency

**MorphoTrust Scanning Enrollment Center Locations**

- A list of currently available Fingerprint Scanning Enrollment Center locations in New York State can be found at [www.identogo.com](http://www.identogo.com). Select “NY” and then click on “Locations” to view the listing, or click on New York State on the map.

- MorphoTrust does not publish the business names (i.e., street addresses) where Scanning Enrollment Centers are located. This prevents applicants from walking in without an appointment. Specific address information will be supplied upon completion of the registration process.

**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 anticipated to be updated daily.