Fingerprint Information

To schedule a fingerprint appointment you can contact MorphoTrust by going to their website at www.identogo.com and clicking on New York State on the map, or calling (844) 321-2124. The fee is $101.75

If you do make an appointment online, Morpho Trust will ask you for an ORI Number and that number is for:
Certification - 14ZGQT Reading Teacher, Readimg, Permanent Certificate, Students with Disabilities (Grades 1-6), SWD Birth to Grade 6, Professional Certificate, etc.
Or
Employment - 14ZGR7 Custodian, Clerk, Cafeteria Worker, Grounds Keeper, etc.

Please note to contact either Amy Boothby of your appointment for teaching employees and subs at 758-7575 ext 3002 or Angela Cowan at 758-7575 ext 3009 for non-teaching employees or subs

Morpho Trust Fingerprint Locations

Go to www.identogo.com for maps of your location

Albany
21 Everett Rd Ext. Wed and Thurs 8:30 – 11 and 12:00 - 4
1843 Central Avenue, Albany, NY Monday – Friday 9:00 – 12:30 and 1 – 4

Cobleskill
111 Barnerville Rd ,Cobleskill, NY Wed & Thu 9:00 - 2:00; Fri 9:00 - 4:00

Troy
6 Brunswick Road ,Troy, NY Wednesday 8:30 a.m. – 12:00 p.m. and 12:30 – 4:00

W Coxsackie
11877 Rte. 9W, West Coxsackie, NY
Monday and Friday 9 am – 12 pm and 12:30 pm – 4:00 pm

Fee: $100.25

To pay for fingerprints at the time of scanning is by cash, credit card or checks (i.e., personal, business check, government check, certified check, bank check or money order made payable to "MorphoTrust USA"

You must have two forms of identification. At least one form of identification must contain a photo.

Acceptable Photo Identification Documents
• 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

Additional Identification Documents
• Voter Registration Card
• U.S. Military Card or Draft Record
• Military Dependent's ID Card
• Coast Guard Merchant Mariner Card
• Native American Tribal Document
• Canadian Driver's License
• U.S. Social Security Card
• Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal
• Certification of Birth Abroad (Issued by U.S. Department of State)
• U.S. Citizen ID Card (Form I-197)
• School Record or Report Card (only accepted for applicants under the age of 18)
• Clinic, doctor or hospital record (only accepted for applicants under the age of 18)