As of July 1, 2001 – ALL non-teacher coaches and officials <u>MUST</u> be fingerprinted.

Navigate to: http://www.highered.nysed.gov/tcert/teach/home.html and follow the steps to create a TEACH account if you don't already have one.

Once you have created your TEACH account and have made payment, schedule your fingerprint appointment through MorphoTrust at http://www.highered.nysed.gov/tsei/ospra/ or call (877) 472-6915.

Please refer to the Fingerprinting Changes and Frequently Asked Questions document enclosed if you need additional information or have questions.

Fingerprinting Changes
Frequently Asked Questions

Q: What is the Statewide Vendor Managed System ("SVMS") for fingerprinting?

A: The SVMS is a system for capturing fingerprints for civil purposes (i.e. employment, licensing, pistol permits, etc.) for New York State agencies.

Q: Is there more than one vendor?

A: No, there is one vendor. The name of the vendor is MorphoTrust. MorphoTrust has a website that provides more information on the fingerprinting process:
http://www.highered.nysed.gov/tcert/teach/home.html

Q: How do I schedule a fingerprinting appointment?

A: Contact MorphoTrust by going to their website at http://www.highered.nysed.gov/tsei/ospra/ and clicking on New York State on the map, or calling (877) 472-6915.

Q: MorphoTrust requires me to provide an "ORI Number." What is an ORI Number and what is it used for?

A: An ORI Number is a unique number that is assigned to the New York State agencies by the New York State Division of Criminal Justice Services ("DCJS"). It is a way for both the vendor and DCJS to know which agency to send the fingerprint results to once the fingerprinting process is complete.

Q: What is the ORI Number for the New York State Education Department ("NYSED")?

A: On the MorphoTrust system, NYSED uses a code (which is easier to remember) rather than a number. See chart below from website:

Fingerprinting:

- Applicants must submit a web-based application by going to www.highered.nysed.gov/tcert. You will need to create your personal account by clicking on "self-register with teach" and complete this process. (There is no cost to creating the TEACH account).

  - TEACH Online Services
  - Create a NY.gov TEACH Account
  - Check Box – I have not created a TEACH Account in the past
  - Create Account

- Once you have established a TEACH account…

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 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	https://uenroll.identogo.com/workflows/14ZGQT
Employment	https://uenroll.identogo.com/workflows/14ZGR7

   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 $101.75

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

Q. What method of payment can I use for my fingerprint application fee?

A. The fingerprinting fee can be paid at the time of scheduling through a credit card or employer escrow account, or on-site at the time of the fingerprinting appointment with a check or cash *only*. At this time, the fingerprint scanning locations are not equipped to handle credit card payments. If you want to pay by credit card, the fee must be paid online, or over the telephone in advance of your fingerprint scanning appointment. The only way to pay for fingerprints at the time of scanning is by cash or checks (i.e., personal, business check, government check, certified check, bank check or money order made payable to "MorphoTrust USA")

Q: Do schools still use TEACH to request clearances, view status messages and enter hire/termination dates?

A: Yes. Schools will still request clearance for employment and view information concerning an applicant's status (i.e. full clearance, conditional clearance, denied, fingerprint images rejected, new prints needed, etc.), and enter hire/termination dates through the TEACH system.

Q: Where are the MorphoTrust locations in the state?

A: A list of currently available locations can be found at http://www.highered.nysed.gov/tsei/ospra/. Select "NY" and then click on "Locations" to view the listing.

Q: Are photos required to be submitted?

A: Yes. MorphoTrust takes a photograph at the time the fingerprints are scanned.

Q: What kind of ID information do I need to provide for fingerprinting?

A: 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)*

Q: Am I required to have my fingerprints electronically scanned?

A: Yes. Electronically scanned fingerprints captured at a MorphoTurst location in New York State are **required** for all applicants for certification and employment.

Q: How will I know if my fingerprints are rejected?

A: MorphoTrust will contact applicants whose fingerprints are rejected using the telephone contact information provided during the fingerprint application process. If they are unsuccessful after three attempts, then MorphoTrust will attempt to notify the applicant of the rejection by sending a letter to the applicant at the address provided. When an applicant receives notice that their fingerprints have been rejected, it is imperative that they follow up with MorphoTrust to be reprinted in a timely manner. Failure to do so may result in an inability to complete the existing application and the requirement that the applicant start the process over and pay a new fee.

Q: How does NYSED find out that I have been fingerprinted?

A: Information provided to MorphoTrust during the fingerprint application process is electronically transmitted to the TEACH system maintained by NYSED.

Q: How can I find out information about my fingerprints?

A: Applicants that have an account in TEACH (i.e., teacher certification applicants or holders) and school employment applicants who have created an account in TEACH can view information about the status of their fingerprint application in TEACH.