

# NYSED Fingerprinting Information for Certification

<http://www.highered.nysed.gov/tsei/ospra/>

**Q: Who processes fingerprints for teacher certification?**

A: The name of the vendor is MorphoTrust. MorphoTrust has a website that provides more information on the fingerprinting process: [www.identogo.com](http://www.identogo.com). This is the only vendor able to process fingerprints for certification.

**Q: Will I still use TEACH to file an application?**

A: No. The entire fingerprint application and fee will be managed by MorphoTrust. Applicants for fingerprinting can complete an online application and schedule a fingerprinting appointment, or can talk to a MorphoTrust representative on the telephone to complete the application and appointment process.

**Q: When will I be able to contact MorphoTrust to start a new fingerprint application?**

A: MorphoTrust will be accepting new fingerprint applications/appointments on August 3, 2015.

**Q: How do I schedule a fingerprinting appointment?**

A: Contact MorphoTrust by going to their website at [www.identogo.com](http://www.identogo.com) 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 rather than a number.

**The ORI code for certification is: 14ZGQT**

**The ORI code for employment in schools is: 14ZGR7**

**Q. What is the total fee for fingerprinting?**

A. The total fee for fingerprinting is \$99.00.

**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 on-site at the time of the fingerprinting appointment with a check or cash only (i.e., personal, business check, government check, certified check, bank check or money order made payable to “MorphoTrust USA”).

**Q: Where are the MorphoTrust locations in the state?**

A: A list of currently available locations can be found at [www.identogo.com](http://www.identogo.com). Select “NY” and then click on “Locations” to view the listing. Dunkirk location available at:

Box Mania Pack & Ship in the TJ Maxx Plaza 3972 Vineyard Drive, Dunkirk, NY 14048

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

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

**Q: What if I need to be fingerprinted for my New York State teacher or administrator certification and I do not reside in New York State?**

A: There are two options:

1. You can make an appointment at a MorphoTrust Enrollment Center in New York State; or
2. You can contact NYSED at [ospra@nysed.gov](mailto:ospra@nysed.gov) for instructions on how you may satisfy the fingerprinting requirement for purposes of certification only.

**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: You may log into your TEACH account to check on fingerprint status. If you do not have a TEACH account, visit <http://www.highered.nysed.gov/tcert/teach/> to set up an account.

**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	Additional Identification Documents
<ul style="list-style-type: none"> <li>• U.S. Passport (unexpired or expired)</li> <li>• Permanent Resident Card</li> <li>• Alien Registration Receipt Card</li> <li>• Unexpired Foreign Passport</li> <li>• Driver’s License or Photo ID Card (issued by U.S. State or Territory)</li> <li>• U.S. Student ID Card with photo (High School or College)</li> <li>• Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B)</li> <li>• Photo ID Card issued by Federal, State or Local Government</li> </ul>	<ul style="list-style-type: none"> <li>• Voter Registration Card</li> <li>• U.S. Military Card or Draft Record</li> <li>• Military Dependent’s ID Card</li> <li>• Coast Guard Merchant Mariner Card</li> <li>• Native American Tribal Document</li> <li>• Canadian Driver’s License</li> <li>• U.S. Social Security Card</li> <li>• Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal</li> <li>• Certification of Birth Abroad (Issued by U.S. Department of State)</li> <li>• U.S. Citizen ID Card (Form I-197)</li> </ul>

**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: Do I have to pay another fee if I have to get re-fingerprinted due to a rejection?**

A: No. If fingerprints are rejected due to poor quality prints and a reprint appointment is necessary, there is no additional charge, provided that the reprints are submitted in a timely manner. *It is important that you advise MorphoTrust that you are getting re-fingerprinted because your fingerprints were rejected (rather than an initial set of fingerprints which requires payment of a fee).*

More questions? Please contact Office of Student Services at 716-673-4768  
or visit <http://www.highered.nysed.gov/tsei/ospra/>  
<http://www.identogo.com/>