

**OFFICE OF HUMAN RESOURCES
Huntington Union Free School District**

FINGERPRINTING PROCESS FROM START TO FINISH:

All fingerprinting required by the Education Department for certification or employment in schools must be scheduled with MorphoTrust at: www.IdentoGo.com

1. Log onto www.IdentoGo.com and click on New York.
2. Scroll down to "Let's Get Started" where you will be able to select a location and make an appointment for fingerprinting.
3. When asked to provide the **ORI Number** required for the process, enter the word **TEACH** (this is to ensure that your fingerprint results get sent to the Education Department).

ORI NUMBER: TEACH

You may also call MorphoTrust at 877-472-6915 to schedule an appointment.

4. Be sure to follow all instructions and make payment as necessary. The total fingerprint fee is \$102.00.

DCJS Fee	\$75.00
FBI Fee	14.75
MorphoTrust Fee	<u>12.25</u>
TOTAL FEE:	\$102.00

5. Log onto TEACH to view information about the status of your fingerprint application and any clearance requests on file with NYSED.
6. If you have any questions, please contact OSPRA at: ospa@nysed.gov or call (518) 473-2998.

You must bring **2 forms of identification** with you, one of which must be a **photo ID**.

Acceptable Photo Identification Documents:

US Passport (unexpired or expired)
Permanent Resident Card
Alien Registration Receipt Card
Unexpired Foreign Passport
Driver's License or Photo ID Card (issued by US State or Territory)
US 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
US Military Card or Draft Card
Military Dependent's ID Card
Coast Guard Merchant Mariner Card
Native American Tribal Document
Canadian Driver's License
US Social Security Card
Original or Certified copy of a Birth Certificate issued by authorized US agency with official seal
Certification of Birth Abroad (issued by US Department of State)
US Citizen ID Card (Form I-197)
School Record or Report Card (only accepted for applicants under 18 years of age)
Clinic, doctor or hospital record (only accepted for applicants under 18 years of age)