

Fingerprinting

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

4. You may also call MorphoTrust at: 877-472-6915 to schedule an appointment.
5. 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 \$12.25

Total \$102.00



GVLOA reimburses ½
at the end of the season

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