

# Fingerprint Process

All fingerprinting required by the Education Department for certification or employment in schools must be scheduled with MorphoTrust/IDEMIA. There are two ways to schedule an appointment:

a. Go to the appropriate URL from this table below:

| APPLICANT FOR | URL   |
|---------------|---|
| Certification | <a href="https://uenroll.identogo.com/workflows/14ZGQT">https://uenroll.identogo.com/workflows/14ZGQT</a> |
| Employment    | <a href="https://uenroll.identogo.com/workflows/14ZGR7">https://uenroll.identogo.com/workflows/14ZGR7</a> |

b. Call MorphoTrust/IDEMIA at: 877-472-6915 to schedule an appointment. Provide the appropriate service code from this table:

| APPLICANT FOR | SERVICE CODE |
|---------------|--------------|
| Certification | 14ZGQT       |
| Employment    | 14ZGR7       |

Follow all instructions and make payment as necessary. The total fingerprint fee as of **January 1, 2022 is \$101.75.**

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

# Closest Fingerprinting Sites

|   |  |  |
|---|--|--|
| <p><b><u>IdentoGO- Seneca Falls</u></b><br/>1966 State Route 5 &amp; 20<br/>Seneca Falls, NY 13148-1807</p> | <p><b>Hours:</b><br/>Tuesday &amp; Thursday:<br/>11:00 AM - 5:00 PM</p>  | <p>Located inside the Microtel.</p>  |
| <p><b><u>IdentoGO- Newark</u></b><br/>165 E Union St<br/>Ste 170<br/>Newark, NY 14513-1557</p>              | <p><b>Hours:</b><br/>Tuesday - Thursday:<br/>9:30 AM - 1:00 PM &amp;<br/>2:00 PM - 4:30 PM</p>   | <p>The enrollment center is located within the Child Care Council on East Union Ave between East Ave and Main.</p>   |
| <p><b><u>IdentoGO- Auburn</u></b><br/>12 E Garden St<br/>Auburn, NY 13021-3602</p>                          | <p><b>Hours:</b><br/>Monday - Friday: 8:00 AM -<br/>12:00 PM &amp; 1:00 PM - 3:30<br/>PM</p>   | <p>New Beginnings Home Care is located at 12-14 E Garden St. East Garden St is off North St between Arterial W and Arterial E. This is a dead-end street on the same side as Little Caesars. The Enrollment Center is located on the left-hand side of the building.</p> |
| <p><b><u>IdentoGO- Penn Yan</u></b><br/>2375 Route 14A<br/>Penn Yan, NY 14527-8748</p>                      | <p><b>Hours:</b><br/>Tuesday: 9:00 AM - 12:00 PM<br/>&amp; 12:30 PM - 04:00 PM</p>   | <p>The enrollment center is located within the Yates County Chamber of Commerce.</p>   |
| <p><b><u>IdentoGO- Farmington</u></b><br/>1560 Rochester Rd<br/>Ste 2<br/>Farmington, NY 14425-9164</p>     | <p><b>Hours:</b><br/>Monday &amp; Wednesday &amp;<br/>Friday: 12:00 PM - 4:00 PM<br/>Tuesday &amp; Thursday &amp;<br/>Saturday: 8:00 AM - 12:00 PM</p> | <p>The enrollment center is located within Salute Spine &amp; Strength.</p>  |
| <p><b><u>IdentoGO- Syracuse</u></b><br/>404 Oak St<br/>Ste 110<br/>Syracuse, NY 13203-2998</p>              | <p><b>Hours:</b><br/>Monday - Saturday:<br/>9:00 AM - 3:00 PM</p>  | <p>The Enrollment Center is located within CNY Testing.</p>  |