



BOCES Southern Westchester

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

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LIVESCAN Fingerprint Process

1. Log into an existing TEACH account or create account using the steps below.
 - I. Log into <http://www.highered.nysed.gov/tcert/teach/index.html>
 - II. Click the *Self-Registration* hyperlink found on the top right hand side of the screen in a blue shaded box.
 - III. Continue to click the *Continue* arrow in the lower right hand portion of the screen to proceed to the *Self Register Now* button to create an account.

Note: A district representative may establish a TEACH account on behalf of an applicant.

2. Access the applicants TEACH Account using the steps below.
 - I. Log into <http://www.highered.nysed.gov/tcert/teach/index.html>
 - II. Click *Login to TEACH*
 - III. Enter applicants *Username* and *Password*
 - IV. Select *TEACH Online Services*
 - V. Select *Submit Fingerprint Application for Fingerprint Clearance*
 - VI. Complete steps 1-4
 - Step #3 print out the Fingerprint Consent Form.
 - Step #4 print out the Payment Confirmation.

Notes on Step #4:

The NYSED fee of \$94.25 can be paid online with a credit card **or** by mailing a certified check **or** bank check **or** money order **or** district check, payable to the *New York State Education Department* and sent to: Fingerprint Processing, NYS Education Department, PO Box 7352, Albany, NY 12224.

The *Payment Confirmation* can only be printed out once the payment has been received and processed by NYSED. Applicants are encouraged to make payment by credit card because scanning is available immediately after completing the fingerprint application.

3. The district authorizes a separate *CoSER 648 Fingerprint Intake Form* for **each** LIVESCAN fingerprinting applicant.
4. District informs the applicant to contact SW BOCES to schedule an appointment. Candidates will be required to report to the fingerprinting site ten (10) minutes prior to appointment time and plan to spend approximately twenty (20) minutes being fingerprinting.
5. On the day of the appointment, the candidates is required to bring:
 - i. A valid photo identification
 - ii. Print out of *Fingerprint Consent Form* from the TEACH system
 - iii. Print out of *Payment Confirmation* from the TEACH system
 - iv. *CoSER 648 Fingerprint Intake Form* authorized by the district
 - v. Social Security Card
6. After scanning, the district will monitor the applicants TEACH account for fingerprint clearance information. Results are typically available within 48 – 72 hours. In the event that fingerprint images need to be resubmitted, SW BOCES will re-scan the applicant at no cost to the district.
7. The billing for this service will appear on the “BOCES Bill” under CoSER 648.