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FINGERPRINT CLEARANCE PROCESS

The New York State Department of Education (NYSED) requires that employees of a school district have fingerprints on file with the state and obtain clearance for working in a specific district. If you have not been fingerprinted through NYSED in the past, please contact MorphoTrust by phone at (877) 472-6915 or online at www.identogo.com to schedule an appointment for fingerprinting.

On the web site www.identogo.com, search for a service provider by State or Zip Code.

Click on [Locations](#) to access a list of locations in New York State. Kingston is the closest fingerprinting location to Onteora Central School District but, depending on where you live, you may find another location to be more convenient. You will find Kingston in the Southern New York section. Please note that MorphoTrust does not publish the business name where Enrollment Centers are located in order to prevent applicants from walking in without an appointment. This information will be supplied upon completion of the registration process.

Click on "[Click here to schedule online](#)" or call (877) 472-6915 to make an appointment and follow the instructions provided by the MorphoTrust staff.

When the [Service Code](#) is requested please use the Service Code for employment which is [14ZGR7](#).

When MorphoTrust requests an "[ORI Number](#)," please provide the New York State Department of Education ORI number code which is [TEACH](#).

All applicants must pay a [fingerprinting fee of \\$102.50](#). This fee may be paid with a credit card at the time of scheduling or on-site at the time of the fingerprinting appointment with credit/debit card, personal/business check, or money order made payable to "MorphoTrust USA." No CASH will be accepted.

All applicants must provide MorphoTrust with two forms of identification. At least one form of identification must contain a photo. Please note that, additionally, MorphoTrust will photograph all applicants at the time their fingerprints are scanned.

Acceptable Photo Identification Documents

- U.S. Passport (unexpired or expired)
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card (issued by U.S. State or Territory)
- U.S. 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

(OVER)

Additional Identification Documents

- Voter Registration Card
- U.S. Military Card or Draft Record
- Military Dependent's ID Card
- Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Canadian Driver's License
- U.S. Social Security Card
- Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal
- Certification of Birth Abroad (Issued by U.S. Department of State)
- U.S. Citizen ID Card (Form I-197)
- School Record or Report Card (*only accepted for applicants under the age of 18*)
- Clinic, doctor or hospital record (*only accepted for applicants under the age of 18*)

Please note that, 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).* 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.

MorphoTrust will update the New York State Department of Education (NYSED) throughout your fingerprinting process. Ontario Central School District is able to access this information via NYSED and will be able to determine when your fingerprints clear.

**** Please contact Amanda Gates at the Business Office at 845-657-6383 Ext 1030 or by email at agates@onteorak12.ny.us when you have completed your fingerprinting so that we know when to check for clearance.**

NOTE: The fingerprinting fee is reimbursed to **substitute** employees after they have worked for Onteora Central School District for 20 days. **Please be sure to keep a receipt from MorphoTrust for your fingerprinting fee or a copy of your credit card statement indicating payment of the fingerprinting fee to MorphoTrust. Also, remember to keep track of the days you work on the attached claim voucher.** To obtain reimbursement of your fingerprinting fee once you have subbed in the District for 20 days, complete the claim voucher, attach your receipt or copy of your credit card statement (with your account number and any other private information blacked out) and send both to the Personnel Office.

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