

Fingerprinting Procedure

Fingerprinting is required by the State Education Department for all employees of schools. Fingerprinting **MUST** be done through Morpho Trust (see section 1 below for ways to schedule an appointment).

1. You must schedule an appointment for the fingerprinting process.
 - Online: <https://www.nysed.gov/educator-integrity/fingerprint-process>
 - Enter the appropriate service code:
 - Certification Applicants: 14ZGQT (Teachers)
 - Employee Applicants: 14ZGR7 (Substitutes and Bus Monitor)
 - Bus Drivers: 15468T

OR

- Call MorphoTrust at 877-472-6915

You **MUST** have an appointment-Walk-ins are **NOT** accepted.

2. Cost: The fee for fingerprinting is \$104.50 (as of 2/2/2026).

Visit the above website for more information on the documents required.

After you have been fingerprinted, please call Mrs. Sally Kohl at 315-846-5826 with your social security number to run the background/fingerprinting check.