



Test security, Data Privacy and Educator Integrity

All fingerprinting required by the Education Department for certification or employment in schools

Must be scheduled with MorphoTrust at: [www.IdentoGo.com](http://www.IdentoGo.com)

1. Log onto [www.IdentoGO.com](http://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 fingerprinting fee is \$102.00.

|                 |                 |
|-----------------|-----------------|
| DCJS Fee        | \$75.00         |
| FBI Fee         | \$14.75         |
| MorphoTrust Fee | \$12.25         |
|                 | <b>\$102.00</b> |
| <b>Total</b>    |                 |

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

August 15, 2016