

FINGERPRINTING INFORMATION

Frequently Asked Questions

Q: How do I schedule a fingerprinting appointment?

A: Contact MorphoTrust by going to their website at www.identogo.com and clicking on New York State on the map, or calling (877) 472-6915.

Q: MorphoTrust requires an "ORI Number." what is our ORI Number?

A: On the MorphoTrust system, NYSED uses a code (which is easier to remember) rather than a number. The NYSED code is:

ORI Number Is: TEACH

Q. What method of payment can I use for my fingerprint application fee?

A. The fingerprinting fee can be paid at the time of scheduling through a credit card or on-site at the time of the fingerprinting appointment with a check or cash only. At this time, the fingerprint scanning locations are not equipped to handle credit card payments. If you want to pay by credit card, the fee must be paid online, or over the telephone in advance of your fingerprint scanning appointment. The only way to pay for fingerprints at the time of scanning is by cash or checks (i.e., personal, business check, government check, certified check, bank check or money order made payable to "MorphoTrust USA")

Q. What is the total fee for fingerprinting? The total fee for fingerprinting is \$99.70.

A: The fee breakdown is as follows:

DCJS Fee	=	\$75.00
FBI Fee	=	\$14.75
MorphoTrust Fee	=	\$12.25
Total	=	\$102.00

Q: Where are the MorphoTrust locations in the state?

A: See attached listing for local locations.

Q: Are photos required to be submitted?

A: Yes. MorphoTrust takes a photograph at the time the fingerprints are scanned.

Q: What kind of ID information do I need to provide for fingerprinting?

A: You must have two forms of identification. At least one form of identification must contain a photo.

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

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)

Q: Am I required to have my fingerprints electronically scanned?

A: Yes. Electronically scanned fingerprints captured at a MorphoTrust location in New York State are required for all applicants for certification and employment.

Q: Do I have to pay another fee if I have to get re-fingerprinted due to a rejection?

A: No. 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).

Q: How will I know if my fingerprints are rejected?

A: 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.

Fingerprinting Location Listing for NY

**www.identogo.com online or call toll-free (877) 472-6915 or for TTY/TTD applicants,
please call (877) 219-0199**

**Location listing is accurate as of Friday August 14th 2015 10:06:34 AM CST - locations are subject to
change without notice.**

[CENTRAL NY]

<u>Location</u>	<u>Address</u>	<u>Dates & Times</u>
CENTRAL NY		
Auburn	Auburn, NY. (12-14 East Garden Street)	Mon, Wed, Thu, & Fri 8:00am-12:00pm & 1:00pm-3:30pm
Bath	Bath, NY. (58 Liberty Street)	Mon, Wed, Fri: 9AM - 3PM
Canandaigua	Canandaigua, NY. (2510 Rochester Rd)	Mon & Wed: 10:30AM - 3PM; Tue: 10:30AM - 3PM & 5PM - 7PM
Cazenovia	Cazenovia, NY. (79 Albany St)	Thu 9:00am-12:00pm & 1:00pm-4:00pm
Cortland	Cortland, NY. (134 Homer Ave)	Wed and E/O Fri 9:00am-12:00pm & 1:00pm-4:00pm
Delhi Village	Delhi, NY. (9 Court St)	Tue 9:30-12:00pm & 12:30pm-2:30pm
Endicott	Endicott, NY. (301 Nantucket Dr)	Tue & Thu 9:00am - 3:00pm
Horseheads	Horseheads, NY. (2666 Corning Rd)	Wed 9am - 12pm & 1pm - 5pm; Fri 9:00am -12pm & 1pm - 5:00pm
Ithaca	Ithaca, NY. (950 Danby Rd Suite 179)	Tue, Wed, & Thu: 9AM-12PM & 12:30PM-2:30PM
Johnson City	Johnson City, NY. (345 Harry L Dr)	Mon - Fri 9:30am - 4:30pm
Little Falls	Little Falls, NY. (20 Albany St)	Mon 9:00am-12:00pm & 1:00pm-5:00pm
Newark	Newark, NY. (215 South Main Street)	Mon and Thu 9am- 2pm & Sat 12pm-5pm
Norwich	Norwich, NY. (6067 State Hwy 12)	Mon 8am-12pm & 1pm-5pm
Oneida	Oneida, NY. (223 Genesee St)	Mon-Fri 9:00am-12:00pm & 1:00pm-4:00pm
Oneonta	Oneonta, NY. (35 Academy Street)	M, T, Thurs 8:30am -11:30am & 12:30pm - 3:30pm & Wed 1pm-7pm
Owego	Owego , NY. (1100 State Route 17c)	E/O Monday 9am-2pm
Penn Yan	Penn Yan, NY. (2375 Route 14a)	E/O Mon 9:00am - 3:00pm
Rome	Rome , NY. (111 East Chestnut St)	Mon, Tue, Wed, & Thu 9:30am-12:00pm & 1:00pm-6:30pm
Seneca Falls	Seneca Falls, NY. (1966 U S Route 20)	Thu 10:30am - 12:00pm & 12:30pm - 3:30pm
Syracuse	Syracuse, NY. (1723 Bumet Ave)	Tue 12pm -8pm Wed, Thurs, & Fri 8:30am-8pm, Sat. 9am -5pm