

NYSED Fingerprinting Information for Certification

Q: Who processes fingerprints for teacher certification?

A: Fingerprints for certification are processed exclusively through Identogo (www.identogo.com). Applications for fingerprinting are NOT made through your New York State Education Department (NYSED) TEACH account.



Q. When should I apply for fingerprint clearance?

A. Once a student commits to a certification track program, complete fingerprints with Identogo as soon as possible. Students should be fingerprinted at least one semester prior to their first field experience.

Q: Do I need a TEACH account to be fingerprinted?

A: Candidates should set up a TEACH Account immediately after (or before) being fingerprinted, as Identogo retains fingerprints for **ONLY 90 days**. After 90 days, fingerprints are purged from the Identogo system. Once the TEACH account is established, Identogo automatically sends your fingerprint information to NYSED. If you do not set up a TEACH account within 90 days, candidates must pay again to be re-printed.

Q: How do I schedule a fingerprinting appointment?

A: You must use the Service Code or URL below to schedule your fingerprinting appointment. Please do one of the following to schedule a fingerprinting appointment:

1. Click on www.Identogo.com and enter the appropriate service code from this table:

APPLICANT FOR	SERVICE CODE
Certification (select this option if not yet certified)	14ZGQT
Employee	14ZGR7



2. Click on the appropriate URL from this table below:

APPLICANT FOR	URL
Certification	https://uenroll.identogo.com/workflows/14ZGQT
Employee	https://uenroll.identogo.com/workflows/14ZGR7



3. You may call Identogo at: 877-472-6915 to schedule an appointment.

Q. What is the total fee for fingerprinting?

A. The total fee for fingerprinting is currently \$102.

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 employer escrow account, or on-site at the time of the fingerprinting appointment with a check (i.e., personal, business check, government check, certified check, bank check or money order; cash not accepted).

Q: Where are the Identogo locations in the state?

A: A list of currently available locations can be found at www.identogo.com. Select “Get Fingerprinted” and then click on “New York” to view the listing.

Q: How does NYSED find out that I have been fingerprinted?

A: Information provided to IdentoGO during the fingerprint application process is automatically transmitted electronically to the TEACH system maintained by NYSED.

Q: What if I need to be fingerprinted for my New York State teacher or administrator certification and I do not reside in New York State?

A: There are two options:

1. You can make an appointment at an IdentoGO Enrollment Center in New York State; or
2. You can contact NYSED at ospra@nysed.gov for instructions on how you may satisfy the fingerprinting requirement for purposes of certification only.

Q: How do I know my fingerprints have been received by NYSED?

A: You may log into your TEACH account to check on fingerprint status under “Account Information” under the “Inquiry Links” search tool listed on the TEACH homepage. Select “Fingerprints” from the menu to view status.

To set up an account, visit: <http://www.highered.nysed.gov/tcert/teach/>

Q: Are photos required to be submitted?

A: Yes. IdentoGO 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	Additional Identification Documents
<ul style="list-style-type: none"> o U.S. Passport (unexpired or expired) o Permanent Resident Card o Alien Registration Receipt Card o Unexpired Foreign Passport o Driver’s License or Photo ID Card (issued by U.S. State or Territory) o U.S. Student ID Card with photo (High School or College) o Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B) o Photo ID Card issued by Federal, State or Local Government 	<ul style="list-style-type: none"> o Voter Registration Card o U.S. Military Card or Draft Record o Military Dependent’s ID Card o Coast Guard Merchant Mariner Card o Native American Tribal Document o Canadian Driver’s License o U.S. Social Security Card o Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal o Certification of Birth Abroad (Issued by U.S. Department of State) o U.S. Citizen ID Card (Form I-197)

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

A: IdentoGO 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, IdentoGO 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 IdentoGO to be reprinted in a timely manner. Failure to do so may result in an inability to complete the existing application and require you to start the process over and pay a new fee.

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 IdentoGO that you are getting re-fingerprinted because your fingerprints were rejected (rather than an initial set of fingerprints which requires payment of a fee).*

More questions? Please contact Career Services at 607-753-4715 or visit <http://www.identogo.com/>

