



## **Webster Central School District Fingerprint Procedure**

**IdentoGO** is the service provider for your fingerprinting. Below are the steps to register and complete the fingerprint process. **Please remember that you may not begin working until the fingerprint process is completed and WCSD has received your clearance via the NYS Department of Education.**

1. Contact IdentoGO through their website at [www.identogo.com](http://www.identogo.com) and select New York State on the map **OR** by calling (877) 472-6915 to make an appointment for fingerprinting.
2. When prompted, use the drop down option to respond with “NYS Employee Applicant” as the reason for your fingerprinting.
3. IdentoGO will require you to provide a Service Code or a URL when registering.
  - If you are being fingerprinted for a **NYS Dept of Education certification** (Teacher/Teaching Assistant/Administrator/Coaching), the Service Code you would need is **14ZGQT**.  
The url is <https://uenroll.identogo.com/workflows/14ZGQT>
  - The Service Code for an **Employee or Volunteer Applicant** is **14ZGR7**. This is a unique identifier for where to send your fingerprint clearance.  
The url is <https://uenroll.identogo.com/workflows/14ZGR7>
4. Pay the fingerprinting fee. The fee for fingerprinting is currently **\$102.50** and can be paid at the time of scheduling through a credit card.
  - Make sure to ask for and keep a copy of the receipt since you are eligible for reimbursement with the district.
5. Complete fingerprint process at your scheduled time chosen at the time of scheduling.
6. Please note that if you do not bring the proper identification listed you will need to reschedule your appointment.
7. Please be prepared to give your social security number when you arrive. It is required by the fingerprint system. You may present your social security card **OR** verbally give the number to the company representative for entry into the security system.

**Please refer to the back of this informational sheet for acceptable forms of identification.**

**You will need to provide one form of photo identification at the time of fingerprinting. Your identification must be valid and unexpired. The name on the identification MUST match the name of the employee being fingerprinted.**

**You must choose from the following forms of identification:**

- Driver's License, CDL, or Permit issued by a State or outlying possession of the US
- ID card issued by a federal, state or local government agency or by a Territory of the US
- State ID Card (or outlying possession of the US) with a seal or logo from State or State Agency
- Foreign Driver's License (Mexico and Canada ONLY)
- Department of Defense Common Access Card
- Employment Authorization Document that contains a photograph
- US or Foreign Passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- US Coast Guard Merchant Mariner Card
- US Military Identification Card
- US Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- US Visa issued by the US Dept of Consular Affairs for travel to or within, or residence within, the US
- Uniformed Services Identification Card (Form DD-1172-2)

Please contact WCSD Human Resources with any questions or concerns (585) 216-0021