

FINGERPRINTING PROCEDURE

All fingerprinting required by the NYS Education Department for certification or employment in schools must be scheduled with MorphoTrust/IDEMIA.

There are two ways to schedule an appointment:

Go to www.identogo.com and enter the appropriate service code from this table:

APPLICANT FOR	SERVICE CODE
Certification	14ZGQT
Employment	14ZGR7

Or, click on the appropriate URL from the table below:

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

**If you do not have access to either of the above, call MorphoTrust/IDEMIA at:
877-472-6915 to schedule an appointment.**

Please follow all instructions and make payment as necessary. Save your receipts and bring 1 copy to the Human Resources office.

The total fingerprint fee as of **July 1, 2020** is **\$102.00**.
This fee will not be reimbursed by MWCSO.

ENTITY	FEE
DCJS	\$75.00
FBI	\$13.25
MorphoTrust/IDEMIA	\$13.75
Total	\$102.00

If you have any questions, please contact the NYSED Fingerprint Helpdesk at:
ospra@nysed.gov or call (518) 473-2998

Certification code - for certification purposes only

Employment code - all others