

# NYSED Fingerprinting Information for Certification

## Q: Who processes fingerprints for teacher certification?

A: Fingerprints for certification are processed exclusively through IdentoGO ([www.identogo.com](http://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: Applicants do not need to set up a TEACH account before being fingerprinted. If a TEACH account does not already exist for the person at the time they are fingerprinted, the fingerprints will remain on file until an account is opened at which time your fingerprints would be connected to your TEACH account. To set up an account, visit: <http://www.highered.nysed.gov/tcert/teach/>. If you do already have a TEACH account, your fingerprints will be uploaded to that account.

## 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](http://www.identogo.com) and enter the appropriate service code from this table:

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

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

APPLICANT FOR	URL
<b>Certification</b>	<b><a href="https://uenroll.identogo.com/workflow/14ZGQT">https://uenroll.identogo.com/workflow/14ZGQT</a></b>
Employee	<a href="https://uenroll.identogo.com/workflow/14ZGR7">https://uenroll.identogo.com/workflow/14ZGR7</a>

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](http://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](mailto: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.

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

**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 [www.identogo.com](http://www.identogo.com).