

Fingerprinting Process

All fingerprinting required by the Education Department for certification or employment in schools must be scheduled with MorphoTrust at:

www.IdentoGO.com

1. Log onto www.IdentoGO.com and click New York.
2. Scroll down to Enrollment Services and click on State Fingerprinting.
3. When asked to provide the service code required for the process, enter 14ZGR7 (this is to ensure that your fingerprint results get sent to the Education Department).

Service Code	14ZGR7
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4. You may also call MorphoTrust at: 877-472-6915 to schedule an appointment.
5. Be sure to follow all instructions and make payment as necessary. The total fingerprint fee is \$101.75

DCJS fee	\$75.00
FBI Fee	\$14.75
MorphoTrust Fee	<u>\$12.25</u>
Total	\$102.00

If you have any questions or problems, please contact Human Resources at:
845-920-7416 – Lana Clohessy