

# NYACK PUBLIC SCHOOLS

13A Dickinson Avenue  
Nyack, New York 10960



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*Building Bridges for today's students to cross into tomorrow's world with equity, innovation and optimism*

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## Fingerprinting Process

All fingerprinting required by the NYS Education Department for employment in schools must be scheduled with MorphoTrust at: [www.IdentoGO.com](http://www.IdentoGO.com)

1. Log onto [www.IdentoGo.com](http://www.IdentoGo.com) and click GET FINGERPRINTED in the upper right hand corner.
2. Select New York State
3. Scroll down and click Digital Fingerprinting.
4. When asked to provide the Service Code required for the process, enter the following code. This is to ensure that your fingerprint results get sent to the NYS Education Department.

Service Code	<b>14ZGR7</b>
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5. You may also call MorphoTrust at: 877-472-6915 to schedule an appointment.
6. Be sure to follow all instructions and make payment as necessary.
7. Once an appointment has been scheduled, please call the Human Resources Office at 845-353-7028. The status of your fingerprinting application cannot be checked if we are not informed of the date and time of your appointment.

If you have any questions or problems, please contact the Human Resources Office at 845-353-7028.