

Instructions on How to Obtain Fingerprints for NYSED

All fingerprinting must go through the approved Statewide Vendor Managed System. The approved vendor for this process is a company called Morpho Trust. For more information about the fingerprint process you can go to the following website: <https://www.identogo.com/>. To schedule an appointment you can visit their website or call (877) 472-6915. In order to have your fingerprints taken and processed correctly, you need to provide an ORI Number. The ORI Number for NYSED is **TEACH** and the purpose of fingerprinting is **Certification**. Under the new process with Morpho Trust, you will create an application and schedule your appointment all through either the website or phone. **Price is subject to change.**

Company:	Website:	Phone:	ORI Code:
Morpho Trust	https://www.identogo.com/	(877) 472-6915	TEACH
Time of Payment:		Form of Payment:	Current Fee:
Fingerprint fee at time of scheduling		Credit Card	\$102.00
Fingerprint fee at time of appointment		Cash or Check (payable to Morpho Trust USA)	\$102.00
Explanation of Fee			
DCJS Fee			\$75.00
FBI Fee			\$14.75
Morpho Trust Fee (subject to change)			\$12.25
Total Cost			\$102.00

- At the time of fingerprinting Morpho Trust will take a photograph of you.
- You must provide at least two forms of identification. **At least on form of ID must include a photo.**

Acceptable forms of ID would include:	
With Photo:	Without Photo:
US Passport (unexpired or expired)	Voter Registration Card
Permanent Resident Card	US Military Card or Draft Record
Alien Registration Receipt Card	Military Dependent's ID Card
Unexpired Foreign Passport	Coast Guard Merchant Mariner Card
Driver's License Photo ID (US State or Territory)	Native American Tribal Document
US Student ID Card with photo (HS or College)	Canadian Driver's License
Unexpired Employment Authorization with photo (Form I-766, I-688, or B)	US Social Security Card
Photo ID Card issued by Federal, State or Local Government	Original or certified Copy of a Birth Certificate issued by US Agency with official seal
	Certification of Birth Abroad (Issued by US department of State)
	US Citizen ID Card (Form I-197)
	School Record or Report Card (only accepted under the age of 18)
	Clinic, doctor or hospital record (only accepted under the age of 18)

If you have any questions feel free to contact me.

Vincent J. Juba: Assistant to the Dean, Director of Field Experiences and Certification

SUNY College at Old Westbury, New Academic Building - Office 1039, P.O. Box 210, Old Westbury, NY 11568 (516)334-2537 (office), (516)876-3907 (Fax) jubav@oldwestbury.edu

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