



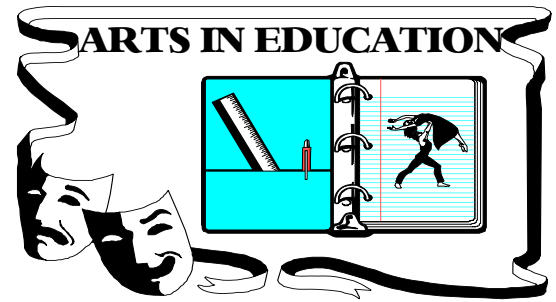
P/NW BOCES, 200 BOCES DRIVE, YORKTOWN HEIGHTS, NY 10598

914/248-2349 - fax # 914/248-3838

email: msherer@pnwboces.org

Website: <http://pnwboces.org/artsigned>

MICHELLE SHERER - ARTS COORDINATOR



2009-10

FINGERPRINT INSTRUCTIONS FOR CONSULTANTS

READ ALL OF THE FINGERPRINTING INSTRUCTIONS BEFORE CALLING FOR AN APPOINTMENT

The Regional Fingerprinting Office at Putnam/Northern Westchester BOCES, located in the **School Services Building**, can fingerprint you. Fingerprinting will be done digitally here at BOCES and sent electronically to the N.Y.S. Education Department for processing. This will speed up the time it takes to get a clearance. **PLEASE NOTE: IF YOU CAN'T COME TO BOCES, YOU CAN GO TO A POLICE STATION, (it will not be done digitally SO YOU WILL NEED TO USE THE 2 ENCLOSED CARDS.) CALL THE POLICE STATION FIRST TO MAKE SURE THEY WILL DO IT FOR YOU.** Police Stations are not connected to NYSED so fingerprinting will be done the old fashioned way and will take longer to be cleared.

1. Prior to your fingerprint appointment, you **must** apply online to begin the fingerprint clearance process. Go to the New York State Education Department website at www.highered.nysed.gov/tcert/teach/login.html . Click on "Self-Registration" to create a TEACH account" **OR**, if you have already created an account, click on "Login to TEACH" to access your account. If you are registering for the first time, scroll down to the bottom of the screen and click on "Self-Registration." Fill in all required fields to "Create a Profile." **If you are having trouble accessing the website, please call State Ed at 518/486-6041.**
2. Select "Submit Application for Fingerprint Clearance." Click "Next." Fill in required fields. Since you are being fingerprinted for employment, select the appropriate box. Check "Consent Statement." Click "Sign."
3. **PAYMENT OPTIONS:**
 - CREDIT CARD – You are able to pay the \$94.25 fingerprint processing fee online by using a credit/debit card. Print the fee coupon for your records. **This is the preferred method of payment; the fingerprint clearance processing time will be 3 to 4 days as opposed to 4 – 6 weeks if with check.**
 - MONEY ORDER/BANK CHECK – If you are unable to pay online by credit/debit card, **PRINT** the fee coupon. You must **mail** the fee coupon and a **\$94.25** money order or bank check (**no personal checks or cash**) made payable to New York State Education Department at the address provided on the TEACH website. You must allow 15 days for the money order to be processed **BEFORE** you make your appointment to be fingerprinted.
4. Be sure to exit the system properly by clicking "Logout."

**Fingerprinting is done by appointment only! – Call Felecia Morris at 914/248-3855 to schedule an appointment.
DIRECTIONS TO BOCES IS ATTACHED**

FOR WEATHER RELATED DELAYS OR CLOSINGS, PLEASE LISTEN TO WHUD 100.7 OR CALL 914/248-3855.

IF BOCES IS CLOSED, FELECIA MORRIS WILL CALL TO RESCHEDULE YOUR APPOINTMENT.

IF THERE IS A 2 HOUR DELAY AND YOUR APPOINTMENT IS SCHEDULED BEFORE 10am, IT WILL BE RESCHEDULED.

DOCUMENT CHECKLIST FOR FINGERPRINT APPOINTMENT

- The completed District Authorization Fingerprint Form & the Affidavit - **IF COMING TO BOCES TO BE FINGERPRINTED**
- The fingerprint cards, the Affidavit & Being Fingerprinted at a Different Site form if you are not coming to BOCES
THESE ABOVE ITEMS ARE ALL IN THE PACKET THAT WAS SENT TO YOU.
- A valid photo ID (*i.e., drivers license, passport, military ID*)
- Credit card confirmation printed from **TEACH** website if you paid by credit card **OR** the copy of the fee coupon.

YOU WILL NOT BE FINGERPRINTED IF YOU DO NOT HAVE ALL REQUIRED DOCUMENTS.