

Fingerprinting Process

Below are the steps to be followed to obtain fingerprints and clearance necessary to bring your arts program to schools. You are required to be fingerprinted and cleared by (NYSED) before the program's start date.

- Begin the fingerprinting process by contacting MorphoTrust at www.identogo.com and locate the nearest Identogo center by entering your zip code. You can also call 877/472-6915 for the nearest location.
- Find the location nearest to you and click, "Schedule Appointment".
- On the "New York" screen, "Enrollment Services", select "State Fingerprinting" then "Schedule an Appointment".
- This will bring you to "Application Details". The ORI number to be used is **14ZGR7** and you are applying for **NYS Employee Applicant**.
- Complete the Applicant Information form, then send information. *A **red** exclamation mark will appear if there is an error or missing information.
- Schedule the date and time.
- All credit card payments must be made on-site at the time of the fingerprinting session.
- Bring two forms of identification. At least one form of identification must contain a photo. Acceptable identification documents include:

U.S. Passport (unexpired or expired)
Alien Registration Receipt Card
Driver's License or Photo ID Card (issued by U.S. State or Territory)
Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B)
Voter Registration Card
Military Dependent's ID Card
Native American Tribal Document
U.S. Social Security Card (Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal)
U.S. Citizen ID Card (Form I-197)

Permanent Resident Card
Unexpired Foreign Passport
U.S. Student ID Card with photo (High School or College) Photo ID Card issued by Federal, State or Local Government
U.S. Military Card or Draft Record
Coast Guard Merchant Mariner Card
Canadian Driver's License
School record, Report card, Clinic, doctor, or hospital record (only accepted for applicants under the age of 18)
Certification of Birth Abroad (Issued by U.S. Department of State)

Allow at least 48 hours to obtain clearance
Contact me with your scheduled appointment date and submit the attached OSPRA 102 form
I will request the fingerprint clearance affidavit



OSPRA 102 (1/03)

Clearance For Employment Request Form

Type or Print All Information

Office of School Personnel Review and Accountability

NYS Education Department
987 Education Building Annex
Albany, NY 12234
ph: (518) 473-2998 fax: (518) 473-8812
www.highered.nysed.gov/tcert/ospa
OSPRA@mail.nysed.gov

Instructions

- This form is to be filed to secure a "Clearance for Employment" for an individual who has been previously fingerprinted on New York State Education Department (SED) fingerprint cards or the New York City Department of Education (NYCDOE) fingerprint cards.
- Sections 1 and 3 are to be completed by the prospective employee.
- The school district, charter school or BOCES must complete section 2.

Type or print all information. Inaccurate, incomplete or illegible information will delay processing.

SECTION 1

Name: (Last, First, Middle Initial)	Social Security Number:	Date of Birth: (00/00/0000)	
Mailing Address	City	State	Zip

SECTION 2

(This section MUST be completed by the school district, charter school or BOCES)

- Please neatly print, type or attach a label in the box below with the name and mailing address of the fingerprint contact person of the school district, charter school or BOCES.
- This form will be returned to the person identified below if SED has no fingerprint application on file for the above individual as of the "OSPRA Processing Dates."
- Make no other marks in the box below or the box to the right of this space.

OSPRA Processing Dates

Stacy Chryssikos, Arts-in-Education
Putnam Northern Westchester BOCES
200 BOCES Drive
Yorktown Heights, NY 10598

(leave blank)

First 6 digits of school BEDS or CS-ID #: Charter Schools: Please contact OSPRA to obtain your specific CS-ID number:

489000

Title of position employee will be placed in:

Signature of employer representative or fingerprint contact person:

Date:

Telephone # of fingerprint contact person:

914.248.2349

SECTION 3

1. I have read "Fingerprinting Information and Instructions" issued by the State Education Department and (SED) have previously submitted fingerprints to SED pursuant to the SAVE legislation.
2. I understand that if I have any questions about my rights, I may contact the OSPRA office at (518) 473-2998.

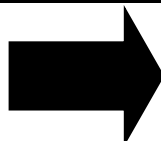
I hereby authorize the Commissioner of Education to review my criminal history record as secured from DCJS and the FBI for the purposes of conducting a determination on a Clearance for Employment as a condition for my new employment. I understand that the Commissioner will forward such final determination to my prospective employer in accordance with Part 87 of the Commissioner's Regulations. I further understand that once the Clearance for Employment is issued, the Commissioner of Education is authorized to forward certain information regarding any subsequent criminal history notifications from DCJS to my new employer

Signature:

Date:

SECTION 4

Mail, email or fax completed OSPRA 102 to:



Stacy Chryssikos, Arts-in-Education
Putnam Northern Westchester BOCES
200 BOCES Drive | Yorktown Heights, NY 10598
schryssikos@pnwboces.org | FAX: 914.248.3838