

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


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MICHELLE SHERER - ARTS COORDINATOR

FINGERPRINTING SPECIAL INFORMATION RELATING TO NYC



The New York City Board of Education (NYCBOE) has the authority to conduct fingerprint supported criminal history background checks with the Division of Criminal Justice Services (DCJS) and the FBI. [Chapter 380 of the Laws of 2001](#) authorizes the NYCBOE to share the results of such background checks with the New York State Education Department (NYSED) for the purposes of clearance for employment and certification.

 In lieu of being fingerprinted a second time (to submit to NYSED), an individual will be able to have the criminal history obtained from DCJS and the FBI as a result of the NYCBOE fingerprinting forwarded directly to NYSED from the NYCBOE. *This exception applies only to individuals who were fingerprinted by the NYCBOE after July 1, 1990* when DCJS began retaining such fingerprints in order to provide notification of subsequent arrest information (sometimes referred to as "search and retain"). If for some reason an individual's fingerprints were not retained, he or she will need to be fingerprinted again for purposes of the NYSED criminal history background check.

In order to have NYCBOE forward an individual's criminal history (both DCJS and FBI), he or she will have to complete the *attached* [OSPRA 104](#) form and submit it to the NYCBOE for processing. There may be a fee due to the NYCBOE for this service. The NYCBOE then transmits the history, if any, to NYSED. NYSED then reviews the history, in accordance with the [Executive Law Section 296\(16\)](#) and the [Corrections Law sections 752 and 753](#), to determine whether to clear the individual for employment or certification. No additional fee is due to NYSED. The individual that is requesting a clearance for employment for a position outside of NYCBOE will also need to fill out and send *to P/NW BOCES* the [OSPRA 102](#) form that was in their Fingerprint Packet sent to them (ALSO HAVE THE AFFIDAVIT NOTARIZED.) This will be filed with NYSED will then issue a clearance for employment to the new employer (*P/NW BOCES*) of the Clearance in same manner as if fingerprints were filed directly with NYSED. If it appears that an individual may be denied clearance, NYSED will follow the regular due process procedures set forth in [Part 87 of the Commissioner's Regulations](#).

PLEASE NOTE: YOU WILL STILL NEED TO FILL OUT THE OSPRA 102 FORM AND GET THE AFFIDAVIT NOTARIZED THAT WAS INCLUDED IN YOUR FINGERPRINT PACKET.

YOU CAN FAX THEM TO SAVE TIME, BUT WE WILL NEED THE ORIGINAL COPIES OF BOTH SENT TO P/NW BOCES.



OSPRA 104 (11/07)

Authorization to Forward Criminal History Record Information from the City School District of the City of New York to the New York State Education Department

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 to Applicant: Please complete Sections 1, 2 and 3 and mail the form to the address in Section 4.

Please Note: This form is to be filed by individuals who have been previously fingerprinted (after July 1, 1990) for a license and/or employment by the New York City Board of Education (NYCBOE) and are authorizing the NYCBOE to forward their criminal history to the New York State Education Department for certification application and/or employment purposes .

SECTION 1

(Inaccurate or incomplete information will delay processing)

Name: (Last)	(First)	(Middle)	Sex: (M/F)
Home Address: (Street, Apt. #)		Social Security Number	
City, State, Zip:		Telephone (Area Code and Number)	
E-mail Address:		Date of Birth (Month, Day, Year)	

SECTION 2

Please choose (✓) one of the following:

- I am leaving or have left the employ of the NYCBOE and am seeking clearance for certification and/or employment.
- I am remaining in the employ of the NYCBOE and I am seeking clearance for certification.
- I am remaining in the employ of the NYCBOE and I am seeking additional employment in a covered school other than the NYCBOE.

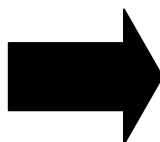
SECTION 3

- I hereby authorize the NYCBOE to forward the content of my criminal history record as secured from DCJS and the FBI to the New York State Education Department as a condition of my application for certification and/or clearance for employment. I further understand that the NYCBOE is authorized to forward subsequent criminal history notifications received from DCJS to the New York State Education Department.
- I understand that if my fingerprints have not been retained by DCJS, I will have to be fingerprinted again to meet the requirements of Chapter 180 of the Laws of 2000.
- I understand that if I am seeking clearance for employment, an OSPRA 102 will have to be filed by my prospective employer before a clearance will be issued.

Signature: _____ Date: _____

SECTION 4

**MAIL, SCAN OR FAX
COMPLETD OSPRA 104 FORM
TO:**



P/NW BOCES – ARTS IN ED SERVICE
200 BOCES DRIVE
YORKWOTN HEIGHTS, NY 10598
Phone 914/248-2349 Fax 914/248-3838
msherer@pnwboces.org

Instructions to the NYCBOE: Please attach the DCJS and FBI reports to a copy of this completed form and send to: OSPRA, New York State Education Department, P.O. Box 7353, Albany, NY 12214-0349