



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/ospra
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 (NYSCDOE) 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 Code

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

Thomas Ristoff Director of Safety and Security Syracuse City School District 725 Harrison Street Syracuse, New York 13210	(leave blank)	First 6 digits of school BEDS or CS-ID# Charter schools: Please contact OSPRA to obtain your specific CS-ID number 421800
	Title of Position and School building placed in:	
Signature of employer representative or fingerprint contact person:	Date:	Telephone # of fingerprint contact person:
		(315) 435-4527

SECTION 3

I have read "Fingerprinting Information and Instructions" issued by the State Education Department and (SED) have previously submitted fingerprints to SED pursuant to SAVE legislation. 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 purpose of conducting a determination of a Clearance for Employment as a condition for my new employment. I understand that the Commissioner will forward such final determination to my perspective 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 or Fax
completed
OSPRA 102 to:

OSPRA
NYS Education Department
987 EBA
Albany, NY 12234
fax: (518) 473-8812

**Copy of Driver's License
or
Government issued ID card
goes here**