



SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

Department of Public Safety

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New York State Education Department (NYSED) Fingerprinting Instructions

The New York State Education Department, (NYSED) is using a new vendor managed fingerprinting/background check system for employment clearance. We have provided the below listed information to facilitate the transition process for any SCSD candidates.

All information pertaining to the NYSED process can be found at the vendor website: www.identogo.com

- **What are the payment options and Cost?** Payment can be made at the time of fingerprinting via credit card, business check, or money order made payable to “MorphoTrust USA”. Applicants, Employers, or Facilities wishing to provide a credit card in advance and not onsite should contact the MorphoTrust USA Billing Department and complete paperwork to establish a NCAC account. For more information about NCAC accounts go to www.identogo.com and select “NY.” **Effective 2/2/17 the cost of fingerprinting is \$99.00.**

- **Where are the MorphoTrust locations in the state?** A list of currently available locations can be found at www.identogo.com. Select “NY” and then click on “Locations” to view the listing.

Service Code: 14ZGR7

- **Are photos required to be submitted? Yes.** The vendor managed system provides this capability. You will have a photograph taken at the time of fingerprinting, for positive identification purposes.
- **Can we send applicants directly to an Enrollment Center? No.** All applicants must first register online at www.identogo.com or through the Call Center **1-877-472-6915**.
- **Candidates must present a valid form of Photo Identification at the time of fingerprinting process**

Forms of ID

Below is a list of acceptable forms of identification:

- Unexpired U.S. Passport
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- 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)
- Photo ID Card issued by Federal, State or Local Government
- U.S. Military or Military Dependent’s ID Card
- Coast Guard Merchant Mariner Card
- Canadian Driver’s License
- NYS Benefit ID card (with photo)
- U.S. Citizen ID Card (Form I-7)