Fingerprinting Processes for New York State, New York City Department of Education and New Jersey

Required for ALL undergrad and grad Clinical Placements (Field, Practicum, Student Teaching)

First Phase: Establish an Account on TEACH

Create User Login and Password To self-register and login to TEACH go to http://www.highered.nysed.gov/tcert/teach/login.html and follow the instructions provided at this site.

Once you have created your login and password this step is completed and you never have to repeat this process. KEEP A RECORD OF YOUR USERNAME AND PASSWORD.

Second Phase: Start the Fingerprinting process for your location (1) NYC, (2) Other NYS Locations, or (3) New Jersey (In order to do field / practicum or student teaching in NJ you must be NJ fingerprinted; HOWEVER, in order to get your NYS certification, you will ALSO have to get fingerprinted in NYS as well.

NYC DOE Fingerprinting Process

1. Send an e-mail to PETS@schools.nyc.gov. In your e-mail, you will need to include all of the following:
   - In order to validate your identity and information,
     o date of birth,
     o a scanned copy of the signed social security card,
     o a scanned copy of the college ID, to validate their enrollment with the college;
     o and lastly a scanned copy of a photo ID (driver's license/passport/State ID). If you do not have a validated college ID, they will accept a copy of the letter received confirming your student teaching enrollment.
   - You may choose to fax the information, attention to PETS Administrative Support Team at 718-935-4366.
   - Lastly you may go in person/schedule an appointment (check before you go as this may have changed with COVID) and bring the aforementioned information to 65 Court Street, Room 200, Brooklyn, NY.

If you have questions about documents required, please write to PETS@schools.nyc.gov.

In your e-mail to PETS@schools.nyc.gov, ask for your data to be entered into the PETS "roster" for Nyack College. Let them know that you are going to be a student teacher or you will be doing fieldwork through Nyack College (or indicate any other reason you are registering).

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2. You should get a letter from PetsAdminSupport@schools.nyc.gov that states "Hello, thank you for submitting the required documentation to be added to your college roster in PETS." If you don't have that letter, allow time to receive it. Check all of your e-mail folders.

3. After about a week or more after step 2, you should get a letter from PETS that states "Congratulations! This e-mail confirms that an organization or agency providing services to the NYC Department of Education (NYCDOE) has nominated you for a position." If you don't have that letter, allow time to receive it. Check all of your e-mail folders.

You are not necessarily being hired yet; *you are receiving the same letter that new employees receive*. Check the letter for "Next steps". Be sure to complete the Applicant Gateway forms online if you are instructed to do that. If the "nomination" is marked "withdrawn" or "expired" in the Applicant Gateway, that means it timed out. If it timed out, you will need to write to pets@schools.nyc.gov, and ask for a new "nomination" letter. When you get that letter, be sure to fill out the forms before the link expires.

4. Within 10 days of the date of your "nomination" letter, follow the instructions to schedule a fingerprint appointment.

The nomination letter will include more details. The fingerprint fee is **$135** and the fingerprint office is at the HR Connect Service Center, 65 Court Street, first floor, Brooklyn, New York.

NYS (outside of NYC) Fingerprinting Process

Get Fingerprint Clearance Through IdentoGO Go to www.identogo.com and enter your zip code, select Digital Fingerprinting, use service code '14ZGQT' for NY certification, then click Go.

Follow the instructions at that site, including appointment, forms, and payment. The cost of fingerprinting is approximately $135.00 (DCJS Fee, FBI Fee, IdentoGO Fee).

Bring to the Appointment:
   o   You must bring two forms of identification. At least one form of identification must contain a photo.
   o   Common ID to bring: U.S. Passport, State-Issued Driver's License/Photo ID Card, Social Security Card, or Birth Certificate

Monitor your fingerprint clearance results through the TEACH account you created in the First Phase.

New Jersey Fingerprinting Process

Access this website if you are a 'new applicant' for New Jersey.
https://www.nj.gov/education/crimhist/new.shtml

New Applicant Request Access the Office of Student Protection Review's New Applicant process.

These directions are from the NJ Website.

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1. Select the first option: **"New Administration Fee Request (New Applicants Only)".**

2. Enter your Social Security number to ascertain whether you are eligible for the process. Click "**Continue.**"

3. If you are eligible for the process, the screen will display four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.

    a. All job positions, except school bus drivers and bus aides, for public schools, private schools for students with disabilities and charter schools;
    b. All school bus drivers and bus aides for public schools, private schools for students with disabilities, charter schools and authorized school bus contractors;
    c. All job positions, except school bus drivers and bus aides, for nonpublic schools; or
    d. All school bus drivers and bus aides for nonpublic schools and other agencies.

5. Complete the requested applicant information to include the county/district/school/contractor codes furnished to you by your employer and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form (AA&C) by checking the box.

6. Complete the required payment information. There is a $10.00 administrative fee for the Department to process the request and issue an approval letter. There will also be an additional $1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Accepted methods of payment are Visa, MasterCard, American Express or Discover credit cards.

7. You **must** click the "**Make Payment**" button only *one time* to complete the transaction. After completing the transaction, you will be presented with three required steps:

    a. View and/or print your New Administration Fee Payment Request confirmation page;
    b. Complete and/or print your IdentoGO NJ Universal Fingerprint Form;
    c. Click here to schedule your fingerprinting appointment with MorphoTrust

8. Select the first option -- "**View and/or print your New Administration Fee Payment Request confirmation page**" and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.

9. Next select the second option – "**View and/or print your IdentoGO NJ Universal Fingerprint Form.**" You must print the IdentoGO NJ Fingerprint Form and fill in the boxes for height, weight, maiden name (if applicable), place of birth, country of citizenship, hair color, and eye color and present it to MorphoTrust at the time of LiveScan fingerprinting.

10. Access the MorphoTrust web page by selecting the third option "**Click here to schedule your fingerprinting appointment with MorphoTrust**" or call
    1-877-503-5981 to schedule a fingerprinting appointment.

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11. In about two weeks, you will be able to view and print your "**Applicant Approval Employment History"** by accessing the [Office of Student Protection website](). Provide a copy to school district personnel.