



OSPRA 100

(Updated: 04/09/2024)

Fingerprinting Information and Instructions (NYSED purposes only)

This is a five-page document.

Office of School Personnel Review and Accountability (OSPRA)

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FINGERPRINT INSTRUCTIONS FOR STATE EDUCATION DEPARTMENT PURPOSES ONLY

Effective August 3, 2015, the New York State Education Department (“NYSED”) joined the Statewide Vendor Managed Fingerprint System operated by MorphoTrust/IDEMIA in conjunction with the Division of Criminal Justice Services (“DCJS”) for fingerprinting services. Fingerprint applicants must contact MorphoTrust/IDEMIA to get information about filing a fingerprint application, paying the fee, and getting fingerprinted.

You must use one of the URLs below or call MorphoTrust/IDEMIA to schedule your fingerprinting appointment.

Enter the appropriate service code from this table:

APPLICANT FOR	SERVICE CODE
Certification	14ZGQT
Employee*	14ZGR7

1. To get fingerprinted **for State Education Department purposes**, click on the appropriate URL from this table below:
2. You may call MorphoTrust/IDEMIA at: 877-472-6915 to schedule an appointment.

The fingerprint application fee as of May 1, 2024 is:

Total Fee \$102.50

APPLICANT FOR	URL
Certification	https://uenroll.identogo.com/workflows/14ZGQT
Employee*	https://uenroll.identogo.com/workflows/14ZGR7
*Attention prospective New York City DOE employees:	DO NOT USE THE ABOVE LINKS IF YOU NEED TO GET FINGERPRINTED FOR NEW YORK CITY DOE EMPLOYMENT – THESE LINKS ARE NOT FOR NYC DOE. The above URLs are for STATE EDUCATION DEPARTMENT fingerprinting purposes only. If you have questions about how to get fingerprinted for New York City DOE employment, please contact New York City DOE.