

Fingerprint Process

Effective as of July 1, 2020

All fingerprinting required by the Education Department for certification or employment in schools must be scheduled with MorphoTrust/IDEMIA. There are two ways to schedule an appointment:

a. Click on the appropriate URL from this table below:

APPLICANT FOR	URL
Certification	https://uenroll.identogo.com/workflows/14ZGQT (link is external)
Employment	https://uenroll.identogo.com/workflows/14ZGR7 (link is external)

b. Call MorphoTrust/IDEMIA at: 877-472-6915 to schedule an appointment. Provide the appropriate service code from this table:

APPLICANT FOR	SERVICE CODE
Certification	14ZGQT
Employment	14ZGR7

Follow all instructions and make payment as necessary. The total fingerprint fee as of **May 1, 2024 is \$102.50.**

ENTITY	FEE
DCJS	\$75.00
FBI	\$13.25
MorphoTrust/IDEMIA	\$14.25
Total	\$102.50

If you have any questions, please contact the NYSED Fingerprint Helpdesk at:

ospra@nysed.gov(link sends e-mail) or call (518) 473-2998.