

DIRECTIONS FOR GETTING FINGERPRINTED

1. Contact Morpho Trust by going to their website at uenroll.identogo.com, or by calling (877)-472-6915.
2. You will be prompted for the service code **14ZGR7**. This is for employment clearance. (If you need fingerprint clearance for certification, you can search for the service code. You will need to use the ORI Number for the New York State Education Department (“NYSED”). The NYSED code is: **TEACH**.)
3. Entire fingerprint application and fee will be managed by Morpho Trust. Applicants for fingerprinting can complete an online application and schedule a fingerprinting appointment, or can talk to a Morpho Trust representative on the telephone to complete the application and appointment process.
4. Method of payment can be made either on line with a credit card or debit card or on-site at the time of the fingerprinting appointment with a check or cash **only**. At this time, the fingerprint scanning locations are not equipped to handle credit card payments. If you want to pay by credit card the fee must be paid online, or over the telephone in advance of your fingerprint scanning appointment. The only way to pay for fingerprints at the time of scanning is by cash or checks made payable to Morpho Trust USA.
5. You will need two forms of identification. At least one form of identification must contain a photo. **Accepted Photo Identification Documents include:** 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), U.S. Student ID Card with photo (High School or College), Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or a Photo Id Card issued by Federal, State or Local Government. **Additional Identification Documents include:** Voter Registration Card, U.S. Military Card or Draft Record, Military Dependent’s ID card, Coast Guard Merchant Mariner Card, Native American Tribal Document, Canadian Driver’s License, U.S. Social Security Card, Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal, Certification of Birth Abroad (Issued by U.S. Department of State), U.S. Citizen ID Card (Form I-197).
6. The fee for fingerprinting is **\$99.00** the breakdown is as follows:

DCJS fee	\$75.00
FBI Fee	\$12.00
Morpho Trust Fee	<u>\$12.00</u>
Total	\$99.00