

DIRECTIONS FOR GETTING FINGERPRINTED

1. Contact IDEMIA by going to their website at enroll.identogo.com/workflows/14ZGR7, or by calling (877)-472-6915.
2. The service code is **14ZGR7**. This is for employment clearance through NYS ED. (If you need fingerprint clearance for certification, there is a different service code.)
3. The entire fingerprint application and fee will be managed by IDEMIA. Applicants for fingerprinting can complete an online application and schedule a fingerprinting appointment, or can talk to an IDEMIA representative on the telephone to complete the application and appointment process.
4. Method of payment is done on-site at the time of the fingerprinting appointment. In the past they have accepted credit card, debit card, money order, or check (no cash). Call ahead to verify type of payment accepted. Checks are made payable to IDEMIA.
5. You will need two forms of identification. At least one form of identification must contain a photo. *Please check the website for any updated ID information.*
Accepted Photo Identification Documents include: U. S. Passport, Permanent Resident Card, 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 a Photo Id Card issued by Federal, State or Local Government.
Additional Identification Documents include: 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)

The fee for fingerprinting is **\$102.00** as of 7/1/2020.

