PLATTSBURGH CITY
SCHOOL DISTRICT

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FINGERPRINT PROCESS

The New York State Education Department ("NYSED") is eliminating the use of the current NYSED managed fingerprinting process which includes all NYSED Livescan fingerprinting systems and the current "ink and roll" card submission process.

To make an appointment, contact MorphoTrust by going to their website at *www.identogo.com* and clicking on New York State on the map, or by calling (877) 472-6915. You will be asked for an **service code.** For most of you it will be the employee applicant code, which is 14ZGR7. For those who are working on their teaching certification, it will be the certification code, which is 14ZGQT

The fingerprinting fee can be paid on-site at the time of the fingerprinting appointment with a check, money order, or a debit/credit card (no cash), payable to IDEMIA. **The finger print fee is $102.00.**

To be fingerprinted, **you must have one form of identification** and know your Social Security Number (acceptable forms of identification (non-photo) are: Social Security Card, Birth Certificate and Voter's Registration Card).

Acceptable Photo Identification Documents
- U.S. Passport (unexpired or expired)
- Driver's License or Photo ID Card (issued by U.S. State or Territory)
- Photo ID Card issued by Federal, State or Local Government

If you have any questions, please call **Dawn Stetz at (518) 957-6002**.

REVISED 3-21

– **MISSION** –

Our mission is to educate each student of the Plattsburgh City School District by creating challenging, supportive, and interactive learning that advances intellectual, physical, social, and cultural development.