

Fingerprinting Instructions

How do I schedule a fingerprinting appointment??

A: Contact MorphoTrust by going to their website at www.identogo.com and clicking on New York State on the map, or calling (877) 472-6915.

MorphoTrust will require you to provide a Service Code. A Service Code is a unique number that is assigned to NY State agencies by the NY State Division of Criminal Justice Services. It's a way for both the vendor and DCJS to know which agency to send the fingerprint results to once the fingerprinting process is complete.

The Service Code you'll use is:

APPLICANT FOR	SERVICE CODE
Certification	14ZGQT
Employee	14ZGR7

The fee breakdown is as follows:

DCJS Fee	\$ 75.00
FBI Fee	14.75
MorphoTrust Fee	<u>12.95</u>
Total	\$102.00

Where are the MorphoTrust locations in the state?

A: A list of currently available locations can be found at www.identogo.com Select "NY" and then click on "Locations" to view the listing.

Are Photos required to be submitted?

A: Yes. MorphoTrust takes a photograph at the time the fingerprints are scanned.

What kind of ID information do I need to provide for fingerprinting?

A: You must have 2 forms of Identification. At least one form of Identification must contain a photo.

Acceptable Photo Identification Documents

- US Passport (unexpired or expired)
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card (issued by US State or Territory)
- US Student ID Card with photo (HS or College)
- Voter Registration Card
- US Military Card or Draft Record
- Military Dependent's ID Card
- Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Canadian Driver's License
- US Social Security Card
- Original or Certified Copy of Birth Certificate issued by authorized US agency with official seal.
- US Citizen ID Card (Form I-197)
- School Record or Report Card (under age of 18)
- Clinic, Doctor or hospital record (under age of 18)

As soon as you've completed fingerprinting process please contact Michelle Gravelle in the Personnel Office at either mgravelle@watertowncsd.org or 315-785-3720.