



# Phoenix Central School District

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## FINGERPRINT CLEARANCE FOR EMPLOYMENT

**As you may already know, New York State now requires that all new employees get fingerprinted in order to receive employment clearance from the State.**

Please indicate below whether you have already been fingerprinted or whether you need to be fingerprinted.

\_\_\_\_\_ **I have already been fingerprinted, and received clearance from the New York State Department of Education.**

\_\_\_\_\_ **I have not been fingerprinted.** In this case, please go to the MorphoTrust website at [www.identogo.com](http://www.identogo.com) to apply for fingerprinting clearance and to make a payment to have prints taken. The total fee is \$102.00. It will ask you several questions, one being your zip code and should instruct you as to the closest mobile Fingerprinting location to have this done. It will also ask for an ORI Number, this will actually be the word TEACH. Upon getting this completed please let us know so that we can try to print a copy of your clearance from the NYS Dept. of Education Teach Website. Any problems, please feel free to call Diane Whalen at (315) 695-1574. Thank You.

**Signature** \_\_\_\_\_

**Social Security No.** \_\_\_\_\_

**Date** \_\_\_\_\_