

# FINGERPRINT PROCESS – Identogo

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**Effective 10/22/20**

**WHO MUST BE FINGERPRINTED?** Per the requirements of Part 87 of the Regulations of the Commissioner of Education, the following situations are required for fingerprinting for employment in public school, charter school or BOCES:

- The term of employment is greater than five days,
- The employment involves direct contact with students under the age of 21, as determined by the employer.

## FINGERPRINTING PROCESS:

1. To schedule your fingerprint appointment login to [www.identogo.com](http://www.identogo.com) click on
2. Select state
3. Select Digital Fingerprinting
4. Enter Service Code **14ZGR7**
5. Schedule Appointment
6. You must have two (2) forms of identification – at least one must be a photo identification.



### Acceptable Photo Identification Documents

- U.S. Passport (unexpired)
- Permanent Resident Card
- Alien Registration Card
- Unexpired Foreign Passport
- Driver's License or Photo ID (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-688A or B)
- Photo ID Card issued by Federal, State or Local Government

### Additional Identification Documents

- Voter Registration Card
- U.S. Military Card or Draft Card
- 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)
- School Record or Report Card (*only acceptable for applicants under the age of 18*)
- Clinic, doctor or hospital record (*only acceptable for applicants under the age of 18*)

If you have any questions, please contact Melinda Morgan, Personnel, Jasper-Troupsburg Central School, 607-792-3675 ext. 7313.