

# SECTION XI, NYSPHSAA

180 EAST MAIN STREET, SUITE 302, SMITHTOWN, NY 11787

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## ATTENTION NEW OFFICIALS

(REVISED FINGERPRINT PROCEDURE EFFECTIVE **AUGUST 3, 2015**)

**YOU MUST BE FINGERPRINTED BEFORE YOU WILL BE ASSIGNED TO ANY CONTESTS!**

1. You must schedule an appointment for fingerprinting at a MorphoTrust location.
  - Log onto to [www.IdentoGO.com](http://www.IdentoGO.com) and click on Get Fingerprinted in the top right corner of the screen.
  - In the Fingerprinting Service by State drop down select New York.
  - Scroll to the bottom of the page and select State Fingerprinting, then click on schedule new appointment.
  - When prompted for an **ORI number**, enter the word **TEACH**. This will identify you as being associated with the New York State Education Department.
  - When prompted for a Fingerprint Reason, click on Employee Applicant.
  - You may also call 877-472-6915 to schedule an appointment.
  - Be sure to follow all instructions and make payment as directed.
    - \$89.75 = DCJS (Dept. of Criminal Justice Services) and FBI fee
    - \$10.00 (or less) = MorphoTrust fee
    - \$99.75 = TOTAL

\*\*\*the price is subject to change
2. Once you have been fingerprinted, you will need to provide Section XI with your full legal name and Social Security Number in order for us to obtain a clearance. Please call Taryn at 631-366-0700 x1 or email [tmarshall@sectionxi.org](mailto:tmarshall@sectionxi.org) with this information.
3. If you work in a school district and have already been fingerprinted under the PROJECT SAVE program, additional fingerprinting is **NOT** required. It will only be necessary for you to provide Section XI with your full legal name and Social Security Number. Please call or email Taryn with this information.

If you have any questions, please call Taryn at Section XI (631-366-0700 x1).

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