

**PROSPECTIVE NEW HIRE  
FINGERPRINT PROCEDURE**

2/7/22

Fingerprinting Vendor: MorphoTrust/IDEMIA      Website for more information: [www.identogo.com](http://www.identogo.com)

- 1) **The prospective employee must have registered via the TEACH online system prior to their appointment.** Details regarding the online application submission process are available at: <http://www.highered.nysed.gov/tcert/teach/>
- 2) Contact MorphoTrust by going to their website and clicking on New York State on the map or call 877-472-6915. You will be asked for a Service Code which is: 14ZGR7
- 3) The Fingerprinting Fee (\$102) can be paid at the time of scheduling through a debit card. All credit card, money order or check payments must be made on-site at the time of the fingerprinting appointment (cash is not accepted).
- 4) MorphoTrust takes a photograph at the time the fingerprints are scanned. You must have two forms of identification. Please refer to the website for acceptable documents.
- 5) **Please inform Whitesville Central School once you have been fingerprinted by contacting Mrs. Waters in the main office, 607-356-3301, ext. 221.**

The closest Mobile units are located (please consult the Indengo website for more locations):

**Hornell**, 82 Main St.  
Mon., Wed., Fri.  
8:00-Noon, 12:30-3:30

**Olean**, 313.5 Main St.  
Tues. 9-11:50  
Weds. 1-4:50  
Thurs. 9-11:50, 1-5:50

**Salamanca**, 1 Arc Way  
Tuesday - Thursday  
8:00-11:30 & 12:00-2:30