

HOW TO SCHEDULE A FINGERPRINTING APPOINTMENT

Effective August 3, 2015, fingerprinting services will be handled at local MorphoTrust sites. Follow the steps below to schedule an appointment for fingerprinting.

1. Contact MorphoTrust either online by visiting www.identogo.com , or by phone, 877-472-6915.
2. You will be asked for the ORI Number. That “number” is **TEACH**.
3. The fee for fingerprinting is \$99.70. The fee can be paid at the time of scheduling with a credit card. To pay on-site at the time of the appointment, you can pay with cash or check only.
4. When you report for your fingerprinting appointment, take with you two forms of identification. At least one form of ID must contain a photo. See the back side of this page for a list of acceptable ID documents.
5. MorphoTrust will take your photo at the time fingerprints are scanned.
6. After you have been fingerprinted, please contact NC Human Resources to schedule an appointment to complete new hire paperwork. Our number is 518-785-8591.

Local MorphoTrust sites

Please check online (www.identogo.com) to confirm locations and days/times as they may change periodically.

Location	Address	Hours of Operation
Albany	21 Everett Road Extension	M, T, Th, F – 8:00 a.m. -3:30 p.m. Wed – 8:00 a.m. – 7:00 p.m. Sat – 8:00 a.m. – 12:00 p.m.
Catskill	7856 Rte. 9w	Wed – 9:00 a.m. -12:00 1:00p.m. -3:00 p.m.
Cobleskill	111 Barnerville Road	W, Th – 9:00 a.m. – 2:00 p.m. F – 9:00 a.m. – 4:00 p.m.
Glens Falls	88 Broad Street	M – 12:00 p.m. – 4:00 p.m. W, Th – 8:30 a.m. – 12:30 p.m.
Hudson	16 Park Place	M – 9:00 a.m. -12:00 p.m. 1:00 p.m. – 5:00 p.m.
Johnstown	42 W. Main St.	M, T, W, Th – 9:30 a.m. – 12:00 p.m. 1:00 p.m. – 3:00 p.m.
Malta	101 Saratoga Village Blvd.	M – 8:00 a.m. – 12:00 p.m. 1:00 p.m. – 5:00 p.m.
Schenectady	1101 Nott St.	M, W, F – 10:00 a.m. – 3:00 p.m.
Schenectady	133 Wall St. Ste. 3	M, Th – 10:00 a.m. – 1:00 p.m. 2:00 p.m. – 6:00 p.m. W – 11:00 a.m. – 2:00 p.m. 3:00 p.m. – 7:00 p.m. F, S – 9:00 a.m. – 12:00 p.m. 1:00 p.m. – 5:00 p.m.
Troy	1 Fourth St.	Th – 8:30 a.m. – 12:00 p.m. 1:00 p.m. – 5:00 p.m.

NORTH COLONIE CENTRAL SCHOOL DISTRICT

91 Fiddlers Lane

LATHAM, NY 12110

Important information to note:

- Fingerprints will take 24-48 hours to clear. If there is a problem, MorphoTrust will contact you by phone. After three unsuccessful attempts to reach you by phone, a letter will be sent.
- You may **not** start to work before your fingerprints have cleared and your paperwork is completed.

Acceptable photo ID documents

- U.S. Passport
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card (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-688, 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 Record
- 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 accepted for applicants under the age of 18)
- Clinic, doctor, or hospital record (only accepted for applicants under the age of 18)