

NORTH COLONIE CENTRAL SCHOOL DISTRICT
91 Fiddlers Lane
LATHAM, NY 12110

HOW TO SCHEDULE A FINGERPRINTING APPOINTMENT

Fingerprinting services are 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 Service Code. The code is **14ZGR7**.
3. The fee for fingerprinting is \$99.00. The fee can be paid by credit card, cash or check.
4. When you report for your fingerprinting appointment, you will be required to show at least one form of identification that contains 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, Ste 9 Located in Northeast Testing Upstate, Inc.	M, T, Th, F – 8:00 a.m. -5:00 p.m. Wed – 8:00 a.m. – 7:00 p.m.
Troy	6 Brunswick Road Located in the Gordon M. Enfield Office space	T-W 9:00 a.m. – 12:30 p.m. and 12:30 p.m. – 4:30 p.m.
Schenectady	1482 Erie Blvd. Parking at 1473 Erie Blvd, across the street. Enter back door of 1473 and take elevator to 3 rd Floor. Turn right, then left to door with IndentoGO sign.	T & Th, F – 9:00 a.m. – 12:00 p.m. and 12:30 p.m. – 5:00 p.m.
Saratoga Springs	7 Wells St. Located in Adirondack Family Insurance Services, Suite 102A in the Wells Professional Bldg.	M-T, F-S – 10:00 a.m. – 1:00 pm. W-Th – 1:00 p.m. – 4:00 – 6 p.m.

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.

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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)