

## Fingerprinting

Persons wishing to be employed within a school district must be fingerprinted, consistent with Education Law §§ 305(30) & 305(33).

Caledonia-Mumford School District uses the NY State Education Department TEACH system for instantaneous access to Information regarding Certification, Fingerprinting and Clearance for Employment.

### Registering with the TEACH On-line System

The TEACH system website is [www.nysed.gov/](http://www.nysed.gov/)

Under 'Quick Links' on the left, click on Teacher Certification

Under TEACH Online Services on the right, click on Self Register to Access TEACH

Click Step 1. Self Register, continue the process

### Fingerprinting

Caledonia-Mumford School District utilizes the MorphoTrust system for digital fingerprinting.

**Step 1** An appointment for fingerprinting needs to be made. You can do this electronically by accessing the website at [www.identogo.com](http://www.identogo.com) or by calling (877)-472-6915.

**The ORI Number is TEACH.**

You should select your location for fingerprinting before you schedule your appointment:

These are available on the above mentioned website, or refer to the back of this form.

**Step 2** The total fee for fingerprinting is **\$102.00**. You may pay electronically when making your appointment online or you can submit a check/money order at the time of your appointment.

You **MUST** provide two forms of identification at your appointment. At least one form of identification must contain a photo.

**Step 3** Please contact Mrs. Christine Thompson, Caledonia-Mumford School District (585) 538-3400 once your fingerprinting is completed or if you have any questions.

## **Fingerprinting Locations and Times**

Community Action of Orleans and Genesee - 5073 Clinton Street

Rd

Batavia, NY 14020

### **Location Hours**

Tue & Wed 9:00 - 12:00 & 12:30 - 3:30

Country Inn & Suites - 130 N Main St

Mt Morris, NY 14510

### **Location Hours**

Tue 9:00 - 12:00 & 12:30 - 5:00

US Security Associates - 36 West Main St, Ste 545

Rochester, NY 14614

### **Location Hours**

Mon-Wed & Fri 8:30-12:30 & 1-4:30; Thu 8:30-12:30 & 1:00-8:00;

E/O Sat 9:00-12:30 & 1:00-2:00

Blackhawk Training Academy, 3300 Monroe Ave, Ste 206

Rochester, NY 14618

### **Location Hours**

Mon - Fri 8:00 - 12:30 & 1:00 - 4:00; Sat 9:00 - 1:00