

FINGERPRINTING PROCESS FROM START TO FINISH

All fingerprinting required by the NY State Education Department for certification or employment in a school must be scheduled with Morpho Trust at <https://uenroll.identogo.com/>

1. Log onto <https://uenroll.identogo.com>
2. Enter “**14ZGR7**” in the box where it says to enter Service Code to get started
3. Click on “**Schedule or Manage Appointment**”
4. Fill in personal information and click “**Next**” through the next couple screens
5. Select the Document that you are going to bring with you to the fingerprint location; click “**Next**”
6. Search for location near you by entering zip code, click “**search**”
7. Click on the location you want to go to and click “**next**”
8. Select the date and time you prefer and click “**submit**”
9. You may also call Morpho Trust at 877-472-6915 to schedule an appointment

The total fingerprint fee is \$99.00:

DCJS Fee	\$75.00
FBI Fee	12.00
Morpho Trust Fee	<u>12.00</u>
	\$99.00

****Please be advised that effective June 23, 2017, we will no longer be accepting credit card payments online when scheduling appointments. All credit card payments must be made onsite at the time of the fingerprinting session. ****

The following are some locations and times. There are more locations on-line.

East Aurora – 292 Main St, East Aurora
Tues – Thurs 9:00am -2:00pm

Delevan – 44 Main St., Delevan
Thurs. 9:00am – 12:00 and 1pm -3pm