



Amherst Central School District

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FINGERPRINT PROCESSING PROCEDURE (Revised fee 7-1-20)

- All fingerprinting required by the Education Department for certification or employment in schools must be scheduled with MorphoTrust/DEMIA. There are two ways to schedule an appointment: 1) Make an appointment for your fingerprint processing w/MorphoTrust/IDEMIA (see below) or 2) by calling (877) 472-6915.
- The fingerprinting fee is \$102.50 and must be paid at the time of your appointment with a credit/debit card or check/money order, made payable to "MorphoTrust USA".
- A Service Code is a unique number that is assigned to the New York State agencies by the New York State Division of Criminal Justice Services ("DCJS"). It is a way for both the vendor and DCJS to know which agency to send the fingerprint results to once the fingerprinting process is complete.

MorphoTrust requires a code to schedule an appointment. The NYSED (N.Y. State Education Department) codes are listed below:

APPLICANT FOR	SERVICE CODE	Web site / Examples
Certification	14ZGQT	https://uenroll.identogo.com/workflows/14ZGQT e.g., Teachers, Nurses, Coaches or Teaching Assistants
Employment	14ZGR7	https://uenroll.identogo.com/workflows/14ZGR7 e.g., Custodian, Clerk, Cafeteria Worker, Grounds Keeper

The nearest Identogo Office to provide fingerprint services is located at 1660 Kensington Avenue, #4, Buffalo, NY 14215.

You must be fingerprinted before you are able to start your employment at Amherst Central Schools. Please inform the personnel/payroll office (362-3015, X3017 or X3018) when you have completed the process.

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