

REGIONAL OFFICE OF INTERSCHOLASTIC ATHLETICS

Officials Fingerprinting Process

NEW FINGERPRINTING PROCESS - EFFECTIVE AUGUST 2015

www.identogo.com

- Click on **New York State** on the map
- Click on **Online Scheduling**
- Select language to continue application
- Enter your first and last name in the boxes provided, click **GO**
- Enter the ORI number – **TEACH**, click **GO**
- Select reason for fingerprinting – **EMPLOYEE APPLICANT**, click **GO**
- A box will pop up prompting you that you need a social security # to continue, click **OK**
- Enter your zip code in order to find the closest fingerprint location, click **NEXT STEP**
- Select a location, date and time that fits your schedule, click **NEXT STEP**
- Fill out all required areas of the application, click **SEND INFORMATION**
- Please review that all of the information is correct, click **NEXT STEP**
- Select 2 forms of identification that you will be bringing with you to your appointment
 - **Acceptable Photo Identification Documents**
 - U.S. Passport (unexpired or expired)
 - 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*)
- Select FEE TYPE from the drop down menu, click **SEND PAYMENT INFO**
 - **The total fee for fingerprinting is \$99.70**
 - The fingerprinting fee can be paid at the time of scheduling through a credit card or on-site at the time of the fingerprinting appointment with a check or cash **only**.
 - At this time, the fingerprint scanning locations are not equipped to handle credit card payments. If you want to pay by credit card, the fee must be paid online, or over the telephone in advance of your fingerprint scanning appointment. The only way to pay for fingerprints at the time of scanning is by cash or checks (i.e., personal, business check, government check, certified check, bank check or money order made payable to "MorphoTrust USA").
- The next page will have this message and all of your appointment information
Registration Completed for - your name –
- Print this page for your records

You must call our office - the Regional Office of Interscholastic Athletics - at (845) 294-5799 immediately following having your fingerprints taken.

This is the only way you will gain clearance to officiate!!