

FINGERPRINTING PROCEDURES FOR CO-OP SUMMER ENRICHMENT

Who needs to be fingerprinted?

Not all Co-Op Employees need to be fingerprinted. You need fingerprints IF:

- You are a non-MUFSD employee (current or past) **AND**
- You are over the age of 18.

If you need to be fingerprinted, follow these steps:

1. Make an appointment with MorphoTrust by going to <https://www.identogo.com/locations/new-york> or by calling 877-472-6915
2. Scroll down to Enrollment Services and choose STATE FINGERPRINTING.
3. Enter a NYS zipcode to find the closest location.
4. When asked to provide the ORI Number required for the process, enter the word TEACH (this is to ensure that your fingerprint results get sent to the Education Department). Again - ORI Number: TEACH
5. Be sure to follow all instructions and make payment as necessary. The total fee is: \$99.00. Save the receipt and send it to info@coopsummer.org. If you pass your background check, you will be reimbursed the full amount immediately.
6. Do not wait to make this appointment. Once your fingerprints are taken, it can still take several weeks for the background review to be processed. Do not delay. This could put your employment at risk.