

New Procedure For Registering Fingerprints

1. After August 3, 2015, the following is the proper procedure to be used.
 - A. Go to the Web site www.identogo.com
 - B. Click on Schedule Appointment by State Program
 - C. Click on New York State (This will give you the Sites in New York State). Follow directions
 - D. When it asks for your ORI #, type in, in caps, TEACH
 - E. Continue on the web site. As the application forms needs to completed.
 - F. Continue on as the fee needs to be paid.
 - G. The candidate will be notified as to the site, date and time of the appointment to have the fingerprints taken.
 - H. When the candidate has the above completed, he/she should receive notification of acceptance. When this occurs, please forward to me the name, SSN and the sport(s) officiating.
 - I. CAUTION—The above procedure can not be done prior August 4. August 4, 2015 is the first day of acceptance.
 - J. If problems arise during the procedure call 877-472-6915 and ask of assistance