

**FULTON CITY SCHOOL DISTRICT
FULTON EDUCATION CENTER
PERSONNEL OFFICE
167 SOUTH FOURTH STREET
FULTON, NY 13069**

FINGERPRINTING PROCESS FROM START TO FINISH

All fingerprinting required by the Education Department for certification or employment in schools must be scheduled with MorphoTrust at: www.IdentoGO.com

1. Log onto www.IdentoGO.com and click on New York.
 2. Scroll down to “Let’s Get Started” where you will be able to select a location and make an appointment for fingerprinting. A list of currently available locations can be found by selecting “NY” and then click on “Locations” to view the listing. The Fulton location is at 7 Morrill Place, Fulton, NY. Tuesday & Wednesday 8:30am-12:30pm & 1:00pm-3:00pm.
 3. 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).
 4. You may also call Morpho Trust at: 877-472-6915 to schedule an appointment.
 5. The total fingerprint fee is \$99.25.
The fingerprinting fee can be paid at the time of scheduling using a credit card, **or** on site at the time of the fingerprinting appointment with a check.
 6. At the time of your appointment, Morpho Trust will take your photograph.
 7. You must have two forms of identification such as a driver’s license, social security card, birth certificate or passport. At least one form of identification must contain a photo.
 8. You will receive two copies of a fingerprinting receipt; one copy is for your records and the other copy must be returned to Personnel.
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