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Fingerprinting Update

To: Deans/Directors of Institutions Offering Teacher Preparation Programs
Certification Officers
District Superintendents
Superintendents
Charter School Administrators
TEACH School District Users

From: Samuel J. Finnessey, Jr., OSPRA Director & Assistant Counsel

Subject: Fingerprinting Update

Date: April 30, 2024

A. Fingerprinting Fee Increase Effective May 1, 2024:

Please be advised that the New York State Division of Criminal Justice Services (DCJS), pursuant to the contract between IDEMIA/IdentoGo and DCJS, has issued a revised fee scheduled for civil fingerprint-based Criminal History Record Information (CHRI) checks effective May 1, 2024. The revised administrative fee for IDEMIA/IdentoGo fingerprint processing will take effect on May 1, 2024. The rate for the administrative fee for IDEMIA/IdentoGo will increase from \$13.50 to \$14.25. The new fee breakdown effective May 1, 2024 is as follows:

ENTITY	FEE
DCJS	\$75.00
FBI	\$13.25
MorphoTrust/IDEMIA	\$14.25
*Total	\$102.50

*While SED/OSPRA is statutorily permitted to charge an additional fee, we do not.

- B. If you have a NCAC account (No Charge Authorization Code account) in place with Idemia that allows individuals to utilize a coupon code for the payment of their applicant fingerprint processing fees, please note that prior to 5/1/24, any applicant entering a coupon code during the pre-enrollment registration process of scheduling an appointment for an appointment date of 5/1/24 or later will see the notation of \$0.75 fee as the estimated amount due on the confirmation page. They will not be required to pay that fee at the enrollment center when they go to be printed. Once the NCAC updates are implemented on 5/1 to coincide with the fee increase, all will balance and the applicant will not need to pay the \$0.75 when they go to their actual fingerprinting appointment.

As another option, if you have a NCAC account and want to provide the coupon code to the applicant to bring with them to their appointment, the person could schedule an appointment without applying the NCAC payment and present the code at time of their actual appointment. If an appointment on 5/1 or after is scheduled without entering the NCAC at the time of pre-enrollment, there would be no disparity with the fee.

Any applicant entering a coupon code during registration will see the \$0.75 fee due on the confirmation page. They will not be required to pay that fee at the enrollment center. Once the NCAC updates are implemented on 5/1 to coincide with the fee increase, all will balance.

- C. In an effort to address and replace outdated forms and provide more information to the field, OSPRA has released updated forms including an updated OSPRA 100 Form which contains the most recent information for prospective employees being fingerprinted for State Education Department purposes to work in covered schools (school districts, BOCES, charter schools, and non-publics that have opted into SED's fingerprint program):
- a. OSPRA 100 Form -- Fingerprinting Information and Instructions for NYSED purposes only (Replaces outdated forms)
 - b. OSPRA 101 Form – Consent Form for Fingerprinting and Criminal History Records Searches of Prospective Employees (Replaces outdated forms)
 - c. OSPRA 102 Form – Consent Form for Clearance for Employment Request (Replaces outdated forms)
- D. For more information on NYSED's fingerprinting process, please visit our fingerprinting website at <https://www.nysed.gov/educator-integrity/fingerprinting>.