



OSPRA 103 (09/23)

Authorization to Forward Criminal History Record Information to the City School District of the City of New York

Type or Print All Information & submit to NYC in Section 4.

Office of School Personnel Review and Accountability

NYS Education Department
ph: (518) 473-2998
<http://www.nysed.gov/educator-integrity>

****Submit this completed form to New York City DOE Division of Human Capital by using the "HR Connect Web Portal". See SECTION 4 below.****

Instructions to Applicant: Please complete Sections 1 and 2 and Submit the form through NYCDOE web portal in Section 4.

Please Note: This form is to be filed by individuals who have submitted, or are in the process of submitting their fingerprints, to the New York State Education Department and are seeking employment with the NYCBOE.
Inaccurate information will delay processing.

SECTION 1

Name: (Last)	(First)	(Middle)	Gender: (M/F/X)
Home Address: (Street, Apt. #)	Social Security Number:		
City, State, Zip:	Telephone: (Area Code and Number)		
E-mail Address:	Date of Birth: (Month, Day, Year)		

SECTION 2

I hereby authorize the Commissioner of Education to forward the content of my criminal history record as secured from DCJS and the FBI to the NYCBOE as a condition of my employment application with the NYCBOE. I further understand that the Commissioner of Education is authorized to forward subsequent criminal history notifications received from DCJS to the NYCBOE.

Signature: _____ Date: _____

SECTION 3

Signature of NYCBOE Office of Personnel Investigation Representative: _____

SECTION 4

SUBMIT THIS FORM TO:



NYC DOE Division of Human Capital
HR Connect Fingerprinting Unit
HR Connect Web Portal: <https://doehrconnect.custhelp.com>

Submit the completed form by uploading the form to the HR Connect Web Portal at <https://doehrconnect.custhelp.com>. Once logged in follow these steps:

1. Click on "**Upload Documents**" which appears at the top of the screen. All fields on the Upload Document page **must** be completed to submit your form.
2. From the Category drop down menu, select the appropriate category.
3. Enter in the Subject field "**OSPRA 103 form**". Enter any additional details in the **Notes field**.
4. Attach the form/supporting document(s) by clicking **Choose File button**. When you have uploaded all pertinent documents, **Click Submit**.