

# **OSPRA 100**

*(Updated: 04/09/2024)*

## **Fingerprinting Information and Instructions (NYSED purposes only)**

*This is a five-page document*

### **Office of School Personnel Review and Accountability (OSPRA)**

New York State Education Department

89 Washington Ave

Albany, NY 12234

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Website: <https://www.nysed.gov/educator-integrity>

Email: [OSPRA@nysed.gov](mailto:OSPRA@nysed.gov)

## **Privacy Act Statement**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including

## IDENTIFICATION REQUIREMENTS:

What kind of identification must I provide to IdentoGO / IDEMIA at the time of fingerprinting?

A: For the most current list of identification documents accepted by IdentoGo, visit the IdentoGo website through the appropriate link at <https://www.nysed.gov/educator-integrity/fingerprinting>, then select the option that reflects the reason for your fingerprinting, which will take you to IdentoGO's website. Next, click on: "What do I need to bring to enrollment?".

You must bring one of the valid/unexpired identification documents from the list below to your enrollment appointment.

- Driver's license issued by a U.S. State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Canadian Driver's License (Non-Commercial)
- Mexican Driver's License (Commercial or Non-Commercial)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- DMV Non-Driver Identification Card
- Department of Defense Common Access Card
- Driver's License PERMIT issued by a U.S. State or outlying possession of the U.S.
- Employment Authorization Card/ Document (Form I-766) with a photograph
- Enhanced Commercial Driver's License
- Enhanced Tribal Identification Card (for federally recognized U.S. Tribes)
- Federal ID Card with a seal or logo from a federal agency
- Foreign passport
- Merchant Mariner Document (MMD)
- Military Dependent's Identification Card
- Military Identification Card
- Military Identification Card (Retired)
- NYC Identification Card
- NYS Benefit Identification Card
- Passport Book or Card
- Permanent Resident Card / Green Card (I-551)
- [Waiver Form for Applicants age 17 and Under](#) and U.S. Social Security Card or Birth Certificate
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the U.S.
- Uniformed Services Identification Card (Form DD-1172-2)

**NOTE: For the most current list of Identification Requirements, please visit the IdentoGo website.**



