

SECTION XI, NYSPHSAA

1 INDEPENDENCE HILL SUITE 201 FARMINGVILLE, NY 11738

ATTENTION NEW OFFICIALS

(REVISED FINGERPRINT PROCEDURE EFFECTIVE **JULY 14, 2017**)

YOU MUST BE FINGERPRINTED THROUGH THE NYS DEPARTMENT OF EDUCATION BEFORE YOU WILL BE ASSIGNED TO ANY CONTESTS!

1. You must schedule an appointment for fingerprinting at a MorphoTrust location.
 - Log onto to www.IdentoGO.com and click on Get Fingerprinted in the top right corner of the screen.
 - In the Fingerprinting Service by State drop down select New York.
 - Scroll to the bottom of the page and select Digital State Fingerprinting.
 - When prompted for **Service Code**, enter **14ZGR7**. This will identify you as being associated with the New York State Education Department.
 - Click on Schedule or Manage Appointment to schedule your appointment to be fingerprinted.
 - You may also call 877-472-6915 to schedule an appointment.
 - Be sure to follow all instructions and make payment as directed.
 - Current cost for fingerprinting is \$101.75(*the price is subject to change)
2. Once you have been fingerprinted, you will need to provide Section XI with your full legal name and Social Security Number in order for us to obtain a clearance. Please call Sammy at 631-366-0700 x102 or email stissenbaum@sectionxi.org with this information.
3. If you work in a school district and have already been fingerprinted under the PROJECT SAVE program, additional fingerprinting is **NOT** required. It will only be necessary for you to provide Section XI with your full legal name and Social Security Number. Please call or email Sammy with this information.

If you have any questions, please call Sammy at Section XI (631-366-0700 x102).
