Fingerprint Instructions

Schedule an Appointment:

Contact Identogo by going to their website at https://uenroll.identogo.com/service-code-lookup or by calling (877) 472-6915.

- Select New York as your state
- Enter TEACH as your ORI number
- Select "Employee Applicant"
- The Identogo system will provide you with your service code of 14ZGR7.
- Click "Continue."

The next page will provide information including documents that you will need to bring to your appointment, locations of enrollment centers, as well as a link for you to schedule an appointment.

Complete the personal information on the next few pages. Finally, search for an enrollment center and schedule your appointment.

Cost of Prints:

$103.00

Forms of Payment:

- Credit, debit, prepaid card, Mastercard, American Express, Visa (cardholder must be present)

- Checks and money orders must be in the exact amount

Location of Fingerprinting Centers:

- Buffalo- 625 Delaware Avenue
- Cheektowaga- 1660 Kensington Avenue, Suite 4
- Other locations can be found on the website