

# Elmira City School District



Administration Building  
951 Hoffman Street  
Elmira, NY 14905  
  
(607) 735-3000  
www.elmiracityschools.com

## **Procedures for Candidates Fingerprinting Morphotrust USA Enrollment Services**

As part of the background check, the next step in the hiring process is for you to provide Elmira City School District with fingerprints. To do so, please follow the instructions:

1. You are required to pre-register prior to going to fingerprint location by:
  - a. Calling 1-877-472-6915 to speak with a Customer Service Representative (CSR) so they can capture demographic data; or
  - b. Visit MorphoTrust USA website at <https://uenroll.identogo.com/workflows/14ZGR7> and submit your demographic data.

2. At the time of registration, you will need to provide the following information:

Name of Employer you are applying to: **Elmira City School District**

<b>APPLICANT FOR</b>	<b>SERVICE CODE</b>
Employee	14ZGR7

3. At the fingerprint location, you are required to take this notice and two forms of identification. Please note: a photo ID is required before any applicant can be fingerprinted (acceptable forms of photo ID are either state or federally issued, i.e. Driver's License, State ID, Passport, Alien Registration Card, Unexpired Foreign Passport, School or College ID, Unexpired Employment Authorization with photo, or Photo ID Card issued by Federal, State, or Local Gov't). Along with a Social Security Card, Voter Registration Card, US Military Card or Draft Record, Military Dependents ID, Coast Guard Merchant Mariner ID, Native America Tribal Document, Canadian Driver's License, Permanent Resident Card, US Passport (expired or unexpired), Alien Registration Receipt Card, Unexpired Foreign Passport, Photo ID Card issues by Federal, State or Local Gov't, Original or Certified Copy of Birth Certificate, Certificate of Birth Abroad (issued by US), or a US Citizen ID Card.
4. Once you have been fingerprinted, the fingerprint technician will transmit the fingerprint records electronically to the Division of Criminal Justice Services. The fingerprint technician also issues a receipt for the fingerprinting service to you. The Division of Criminal Justice Services processes the background check for the state of New York. When the background check is completed, the results are returned directly to Elmira City School District.

- The \$99.00 fingerprinting fee can be paid on-site at the time of the fingerprinting appointment by checks (i.e., personal, business check, government check, certified check, bank check or money order made payable to “MorphoTrust USA”) or debit/credit card.

*Final Note: Fees for fingerprint services vary depending on the type of background check required. The fees assessed by MorphoTrust USA include the fingerprint rolling charges and any fingerprint processing charges levied by the Department of State. MorphoTrust USA collects the fee for each applicant and makes the appropriate payments to the Division of Criminal Justice Services on behalf of the applicants.*

**Appointments are required at all locations - please proceed to the appointment registration page and set up an appointment time for your fingerprinting or call toll-free 877-472-6915 Location listing is accurate as of October 9, 2018 locations are subject to change without notice.**

Bath	Bath, NY. (18 Center St)	Tuesday – Thursday 11:00 - 3:00
Binghamton	Binghamton, NY (49 Court St., St# 3)	Mon - Fri 8:30 - 12:00 & 12:30 – 4:30
Cortland	Cortland, NY. (90 Central Ave)	Wed & E/O Fri 9:00 - 12:00 & 1:00 - 4:00
Delhi Village	Delhi, NY. (9 Court St)	Tue 9:30 - 12:00 & 12:30 - 2:30
Elmira	Elmira, NY. (1118 Charles St.)	Wed & Fri 9:00 - 12:00 & 1:00 - 5:00
Endicott	Endicott, NY. (301 Nantucket Dr)	Tue & Thu 9:00 - 3:00
Hornell	Hornell, NY (18 Center Street)	Tuesday – Thursday 11:00 – 3:00
Ithaca	Ithaca, NY. (950 Danby Rd Ste 179)	Tue, Wed, & Thu 9:00 - 12:00 & 12:30 - 2:30
Johnson City	Johnson City, NY. (345 Harry L Dr)	Mon - Fri 9:30 - 4:30
Little Falls	Little Falls, NY. (20 Albany St)	Mon 9:00 - 12:00 & 1:00 - 5:00
Newark	Newark, NY. (215 South Main St)	Mon - Fri 9:00 - 12:00 & 12:30 - 5:00
Norwich	Norwich, NY. (6067 State Hwy 12)	Mon 8:00 - 12:00 & 1:00 - 3:00
Odessa	Odessa, NY. (5182 Park Road)	Mon - Fri 9:00 - 12:00 & 1:00 - 4:00
Oneonta	Oneonta, NY. (35 Academy St)	Mon, Tue & Thurs 8:30 - 11:30 & 12:30 - 3:30; Wed 1:00 - 7:00
Penn Yan	Penn Yan, NY. (2375 Route 14A)	Mon 9:30 - 12:00 & 12:30 - 2:30
Rome	Rome, NY. (111 East Chestnut St)	Mon - Thu 9:30 - 12:00 & 1:00 - 6:30
Seneca Falls	Seneca Falls, NY. (1966 Us Route 20)	Thu 10:30 - 12:00 & 12:30 - 3:30
Syracuse	Syracuse, NY. (1723 Burnet Ave)	Tue 12:00 - 8:00; Wed - Fri 8:30 - 8:00; Sat 9:00 - 5:00