

## **Fingerprinting instructions to get clearance with the NYS Department of Education**

**Go to the following website:**

[www.identogo.com](http://www.identogo.com)

In the drop down box select services by state...New York State and select "GO"

CLICK "digital fingerprinting"

ENTER Service Code **14ZGR7** select "GO"

CLICK "SCHEDULE OR MANAGE APPOINTMENT"

Enter all your personal information.

You will receive an appointment. Remember to take your identification and payment information with you to your appointment.

Next call the payroll office, (585)468-2900, ext. 1116, with your social security number and your appointment date. After your appointment, we will verify that your fingerprints have cleared and then your application will go on the next board agenda for approval.

### **If you have been fingerprinted and received clearance from the NYS Department of Education, please complete the section below:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

S.S. # \_\_\_\_\_

Date fingerprinted: \_\_\_\_\_

You will receive a phone call to notify you that your employment with KCS is pending board approval.