

## Fingerprinting Procedures for Section V Officials

All sports officials are required to be fingerprinted.

Assignors may only assign officials who have been fingerprinted, cleared per New York State Education Department (NYSED), have submitted a Fingerprint Request form to the Section V office, and are listed on the database as a cleared official.

1. Sports officials must first establish a TEACH account through the New York State Education Department's TEACH Online Services System.

Go to: <http://www.highered.nysed.gov/tcert/teach/>

2. Fingerprinting is done through MorphoTrust, a statewide vendor managed system. To find locations and schedule an appointment, go to: [www.identogo.com](http://www.identogo.com) and click on New York State on the map or call (877)472-6915.

3. The MorphoTrust system will ask for an ORI Number. NYSED uses a code (which is easier to remember) rather than a number. The NYSED code is: TEACH.

4. Once an official has been fingerprinted, or if the official is an employee of a NYS school district and has been fingerprinted for that position, a Fingerprint Request form needs to be submitted to the Section V office.

5. After the **Clearance for Employment Request Form** is submitted to the Section V office ([Section V Athletics, Kathy Hoyt 131 Drumlin Ct, Newark, New York 14513](#)) clearance will be verified with Wayne-Finger Lakes BOCES, and the official's name will be added to the database. This list will be updated at least monthly, more often if possible.

6. If an official's fingerprint clearance is denied by the NYSED, that official will be suspended until the case is reviewed and the official is cleared.

7. Subsequent arrest notices will be sent from NYSED to the Wayne-Finger Lakes BOCES and to the official. Wayne-Finger Lakes BOCES will notify the official by certified letter, and will forward the notices to the Section V office. The official will be suspended immediately, pending investigation. Officials are responsible for contacting the NYSED Office of School Personnel Review and Accountability and the Wayne-Finger Lakes BOCES to resolve this situation.