



Port Jervis

CITY SCHOOL DISTRICT

Pursuing excellence at every level. Everyday.

Administrative Office
Attn: Personnel
9 Thompson St.
Port Jervis, New York 12771
District Office Tel 845-858-3100

FINGERPRINTING INSTRUCTIONS

For certification and employment New York State requires electronically scanned fingerprints to be captured at a Morpho Trust location. **Carefully read all instructions before scheduling an appointment.**

What you will need prior to contacting Morpho Trust:

1. **Two forms of identification are required.** One form of identification must contain a photo.

- U.S. Passport (unexpired/expired)
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired foreign Passport
- Driver's License or Photo ID Card (issued by U.S. State or Territory)
- U.S. Student ID Card with photo (High School or College)
- Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B)
- Photo ID Card issued by Federal, State or Local Government

Additional Forms of Identification

- Voter Registration Card
- U.S. Military Card or Draft Record
- Military Dependent's ID Card
- Coast Guard Merchant Marine Card
- Native American Tribal Document
- Canadian Driver's License
- U.S. Social Security Card
- Original or Certified Copy of a Birth Certificate issued by authorized U.S. agency with official seal
- Certification of Birth Abroad (Issued by U.S. Department of State)
- U.S. Citizen ID Card (Form I-197)
- School Record or Report Card (for applicants under the age of 18 only)
- Clinic, doctor or hospital record (for applicants under the age of 18 only)

2. ORI Number/Code: **14ZGR7**
3. To make your appointment: contact Morpho Trust at (877)472-6915 or go to their website at www.identogo.com and click on the New York State map.

All fees collected by Morpho Trust.
At time of scheduling – credit card only

OR

On site at time of appointment – cash, check or money order
(check/money order: make payable to "Morpho Trust USA")