

FINGERPRINT PROCEDURES

How to Schedule a Fingerprinting Appointment:

Contact Morpho Trust: 1 (877) 472-6915 or www.identogo.com (click on NYS map)

Service Code: 14ZGQT

Payment Options:

Credit Card: If you want to pay by credit card, the fee must be paid online or over the telephone in advance of your fingerprint scanning appointment.

Cash/Check: The only way to pay for fingerprints at the time of scanning is by cash or checks (i.e., personal, business check, government check, certified check, bank check, or money order made payable to "Morpho Trust USA.")

Appointment: Once you have scheduled your appointment and have been fingerprinted, please call Kelly McDonald at 518-828-4360 ext. 2116 or email her at mcdonaldk@hudsoncsd.org. Once completed we can check for a clearance.

See Page 2 for Identification Requirements

IDENTIFICATION REQUIRED

You must have two forms of identification. At least one form of identification must contain a photo.

Acceptable Photo Identification Documents:

- U. S. Passport (unexpired or 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 1766, 1688, I-688A, or B)
- Photo ID Card issued by Federal, State, or Local Government

Additional Identification Documents:

- Voter Registration Card
- U.S. Military Card or Draft Record
- Military Dependent's ID Card
- Coast Guard Merchant Mariner 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 (only accepted for applicants under the age of 18)
- Clinic, doctor or hospital record (only accepted for applicants under the age of 18)