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In August 2015, the fingerprinting process changed. Fingerprints are required by all applicants for certification and employment with the Rome City School District. Fingerprints will be scheduled and completed by IdentoGO. There are two locations locally (Oneida and Utica) where you can be fingerprinted for employment with the Rome City School District.

**Oneida** - Oneida Indian Nation, 223 Genesee Street, Oneida, New York 13421;  
Monday-Friday 9:00 a.m. - 12:00 p.m. and 1:00 p.m.-4:00 p.m.

**Utica** -Masonic Care Community of New York, 2150 Bleecker Street, Utica, NY 13501.  
Monday/Wednesday/Friday 9:00 a.m. -12:00 p.m. and 12:30 p.m. - 5:00 p.m.

The website you will need is [www.identogo.com](http://www.identogo.com) and click on New York State on the map. The telephone number is 877-472-6915. Fingerprints will be completed by live scan (electronically) with results within 48 hours. You must input an **ORI number** for New York State Education and that code is **14ZGR7**.

The fingerprint fee has recently been increased to \$100.25. If you want to pay by credit card, you must pay online or over the telephone in advance of your fingerprint scanning appointment. The only method of payment at the time of scanning is by check.

At the time of fingerprinting, you must have two forms of identification. At least one form of identification must contain a photo. Acceptable photo documents are: US passport (expired or unexpired), permanent resident card, alien registration receipt card, unexpired foreign passport, driver's license or photo I.D. card, unexpired employment authorization with a photo or photo ID card issued by Federal, State or Local government. Additional identification documents are: voter registration card, US military card or draft record, Coast Guard merchant mariner card, Native American tribal document, Canadian driver's license, US social security care, an original or certified copy of the birth certificate, and certification of birth abroad.

If your fingerprints are rejected due to poor quality, MorphoTrust will contact the applicant for reprints.

If you have any questions, please contact our office.

People Operations Office