Fingerprinting at Queens College for All Education Students

All students assigned to any NYC Public and/or Long Island District School must be fingerprinted prior to being placed for the Fall 2012 Semester. **No Exceptions.** If you are planning to complete fieldwork or student teaching in Fall 2012 for your education program requirements you can register to be fingerprinted on campus by the New York City Department of Education.

**Dates: Wednesday, May 2, 2012 & Thursday, May 3, 2012**

**Time: (Scheduled Appointments) Between 10:00AM – 2:30PM**

**Location: Powdermaker Hall, Room 138**

**What To Bring On Date of Appointment:**

- Proof of Government Issued Identification
  
  *(See Forms of Acceptable Identification List-Provided in Email)*

- Queens College ID

- $115.00 Payment – Made Payable to NYCDOE/DHR
  
  *(Personal Check or Postal Money Order) NO CASH!*  

- Form 551 – Fingerprint Referral Form – Provided In Email

- Fingerprint Receipt – Provided In Email

**What to Do Now:**

Contact your Field Placement Coordinator to schedule your fingerprinting appointment for one of the dates listed above. Provide the Field Placement Coordinator with your name, CUNY ID, email address, and telephone number. You **MUST** make an appointment in order to be fingerprinted. Be sure to show up on time for your appointment and bring all your required documentation.

**PLEASE NOTE:** You must have a Social Security number in order to be fingerprinted by the New York City Department of Education. Please be sure to have this information with you, and include it on the required forms.
DIVISION OF HUMAN RESOURCES – HR CONNECT WALK-IN CENTER 65 COURT STREET
BROOKLYN, NEW YORK 11201 Room # 102  718-935-4000

Fingerprint Receipt

Applicants Social Security #

Last Name: _________________________________ First: __________________________

☐ NYCDOE FINGERPRINTING-CENTRAL ($115 FEE) ☐ NYCDOE FINGERPRINTING-FIELD ($135 FEE)
☐ NYSED FINGERPRINTING ($10 FEE) ☐ OPSRA 104 (NO FEE) ☐ OSPRA 103 (NO FEE) ☐ OTHER

Representative: _____________________________ Date: __________________

** FINGERPRINT FEE PAYABLE TO: NYCDOE/DHR **

THIS IS NOT A CLEARANCE LETTER
LIST OF ACCEPTABLE DOCUMENTS

Be prepared to present a document from either List A OR List B AND List C.

List A

1. U.S. Passport (unexpired or expired).
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
3. An unexpired foreign passport with a temporary I-551 stamp.
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, if that status authorizes the alien to work for the employer.

List B

1. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. School ID card with a photograph.
4. Voter’s registration card.
5. U.S. Military card or draft record.
6. Military dependent’s ID card.
7. U.S. Coast Guard Merchant Mariner Card.
9. Driver’s license issued by a Canadian government authority.

AND

List C

1. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment).
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
5. U.S. Citizen ID card (Form I-197).
6. ID Card for use of Resident Citizen in the United States (Form I-179).
7. Unexpired employment authorization document issued by DHS (other than those listed under List A).
FINGERPRINT REFERRAL FORM

GENERAL INSTRUCTIONS: Please print all information clearly on the form. Section I (Certification Referring Official) must be completed by the appropriate office. Section II (Background Questions) must be completed by the applicant. Section III (Employment Eligibility Verification) will be completed by the Office of Personnel Investigation.

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
<th>PLACE OF BIRTH ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-9 CODE</td>
<td>ORG. CODE</td>
</tr>
<tr>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>EXP. DATE <strong>/</strong>/____</td>
</tr>
<tr>
<td>A</td>
<td>EXP. DATE <strong>/</strong>/____</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEET</th>
<th>INCHES</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>HAIR COLOR</th>
<th>EYE COLOR</th>
</tr>
</thead>
</table>

SECTION I: BACKGROUND INVESTIGATION IN THE TITLE OF ____________________________

Signature of Referring Official ____________________________________________________________________________
Office/District ____________________________________________________________________________
Telephone Number ____________________________________________________________________________

SECTION II: BACKGROUND QUESTIONS

TODAY’S DATE ____________________________
Month ____________ Day ____________ Year ____________

SOCIAL SECURITY NUMBER ____________________________
Month ____________ - ____________ - ____________

LAST NAME ____________________________
FIRST NAME ____________________________
M.I. ____________________________

OTHER OR MAIDEN NAME ____________________________
DATE OF BIRTH ____________________________
PLEASE (✓) ONE

CHECK THE BOX BELOW WHICH BEST DESCRIBES YOU:

1. AMERICAN INDIAN/ALASKAN NATIVES
2. ASIAN: INCLUDES ASIAN INDIANS, CHINESE, JAPANESE, KOREANS, FILIPINOS, INDONESIANS, AND POLYNESIANS
3. BLACK (Not of Hispanic Origin)
4. HISPANIC
5. WHITE (Not of Hispanic Origin)

STREET ADDRESS ____________________________

APARTMENT NUMBER ____________________________

CITY ____________________________

STATE ____________________________

ZIP CODE ____________________________

(AREA) ____________________________ (TELEPHONE) ____________________________

FILE NUMBER (IF ANY) ____________________________

E-MAIL ADDRESS ____________________________

FORM 551 (1096)
Answer “YES” or “NO” to the following questions. If your answer to any of these questions is “YES”, explain, giving details, in the space provided below. You must answer these questions truthfully even though you may have disclosed the same information to the Department of Education or another agency on a previous occasion. Please be advised that if you answer “NO” to question #1 and your fingerprint results disclose a conviction record, your application will be denied. Please sign your name at the end of this section.

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you ever been convicted of or pled &quot;GUILTY&quot; or pled &quot;NO CONTEST&quot; to any offense in this state or elsewhere? [This includes Felonies, Misdemeanors and Violations. For Felonies or Misdemeanors, you must answer &quot;Yes&quot; if you were convicted or pled guilty or no contest even if your records have been sealed.]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are any criminal charges currently pending against you anywhere?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Have you ever been placed on a state registry as a sex offender in New York State or elsewhere?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Has a warrant been issued by a court requiring that you appear in court?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6a. Has a Family Court ever found that you abused or neglected a child? If so, explain below which court issued the finding, the nature of the finding, and when it happened.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6b. Are you currently in arrears [4 months or more] for child support payments?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Have you ever been discharged [fired] or required to resign from any position for reasons other than a layoff due to reduction in the work force?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Have you ever been denied employment as a result of information obtained following a background check or investigation? If so, explain the reasons for denial of employment below.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Have you ever resigned or left a job rather than face charges or dismissal?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10a. Has an employer ever brought or filed charges against you?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10b. If yes, were you found guilty of the charges?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Have you ever had any professional certificate or license denied, revoked or suspended?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Have you ever applied for a civil service position, such as police officer or worker for a federal, state, city or local agency, and been notified you do not qualify?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Have you ever had a teaching license or certificate denied, revoked or suspended by any Education Department: New York City, New York State or elsewhere?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Have you ever received an unsatisfactory rating or unsatisfactory evaluation for your work in a school?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Have you ever lost your job as a teacher, or as another pedagogue, before achieving tenure?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Did you ever receive a discharge from military service for reasons other than an honorable discharge?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17a. Are you now, or were you ever employed by the NYC Department of Education? If yes, indicate dates ______________________.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17b. Were you ever fingerprinted by the NYC Department of Education?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explanation:

______________________________

Falsifying an employment application is a punishable offense under the Penal Law of New York State.

Signature of person being fingerprinted

Today’s Date

SECTION III: EMPLOYMENT ELIGIBILITY VERIFICATION

COMPLETE EXEMPT

Signature of Examiner

Signature of Fingerprint Technician
Information for Fingerprinting

All students who will be assigned to any NYC Public and/or Long Island District School must be fingerprinted prior to being placed. No Exceptions.

Note: You only need to be fingerprinted once. If either the State or NYC Dept of Education already fingerprinted you, you may request a transfer of the record by completing an OSPRA Release Form #103 or #104.

Options Available for Fingerprinting

1. You may go to the New York City Department of Education located at 65 Court Street, Brooklyn. The New York City Department of Education (NYCDOE) requires a letter from the Field Placement Office stating that you will be student teaching before you go their office. Contact your Field Placement Coordinator to request the letter before going to 65 Court St.

Note: Periodically the New York City Department of Education (NYCDOE) comes on campus to fingerprint Education students who will be placed in New York City schools.

OR

2. You may go to the Rockville Center (RVC) School District Office located at 128 Shepherd Street, Rockville Center, NY (Long Island). The RVC offers a quick turnaround on your fingerprint clearance.

Note: If you choose to be fingerprinted at the RVC School District Office, please note that you are still required to register with the NYCDOE if your placement is in any of the city schools.

OR

3. You may call the State Department of Education Fingerprinting Unit in Albany at (518-473-2998) to request a fingerprinting packet.

Note: This option may take as long as 2 months for processing, therefore delaying your placement.

NEW YORK CITY DEPARTMENT OF EDUCATION REGISTRATION

Prior to going to the NYCDOE for fingerprinting, you must register on-line at the following site:

http://schools.nyc.gov/TeachNYC/incentives/students/default.htm

During the registration process, a letter addressed to the NYCDOE Fingerprint Unit will be generated. You must print the letter and bring it with you when you present yourself to the NYCDOE Fingerprint Unit in Brooklyn.

Upon completing your registration at the above site, you will need to update your record by adding your placement site for the semester in which you will be doing your Initial Clinical Experience (ICE) or your Student Teaching. This process is a requirement if you are to be placed as a student teacher in a New York City school.

Important things to bring to your fingerprinting appointment

• Check or Postal Money Order to pay for fingerprinting fees. Please note the following important information:
  - The Rockville Center will accept cash or money orders but not personal checks.
  - NYCDOE technicians will not accept cash.
• Proof of identification & work eligibility in the United States. A list of acceptable documentation is available in the Field Placement Office.
• TIPS:
  - If you have a U.S. Passport (expired or unexpired), that will suffice for both identity and eligibility.
  - Foreign Students: If you do not have the required documents, please contact your Field Placement Coordinator to schedule an appointment to determine an alternative course of action.