

OSPRA 104 Information

What is an OSPRA 104 form?

The OSPRA 104 Form is to be filed by individuals who have been previously fingerprinted (after July 1, 1990) for a license and/or employment by the New York City Public Schools (NYC Public Schools) and are authorizing the NYC Public Schools to forward their criminal history to the New York State Education Department for certification application and/or employment purposes.

How do I submit the OSPRA 104 form?

1. Obtain the [OSPRA 104 form](#). *This is also available via the NYS Education Department website: <http://www.nysed.gov/educator-integrity/fingerprinting-forms>.*
2. Complete applicant sections 1 and 2. For section 2 select the checkbox that states "I am remaining in the employ of the NYCDOE and I am seeking clearance for certification."
3. Sign and date applicant section 3.
4. Submit the completed form by uploading the form to the [HR Connect Web Portal](#). Create a **Non-Employee** Log In. Once logged into the portal, follow these steps:
5. Click "**Upload Documents**" which appears at the top of the screen.
6. All fields on the Upload Document page **must** be completed to submit your form.
7. From the Category drop down menu select "**Walk-in Center OSPRA 104**".
8. Enter in the Subject field "**OSPRA 104 form.**"
9. Enter any additional details in the Notes field.
10. Attach the form/supporting document(s) by clicking the **Choose File button**.
11. When you have uploaded all pertinent documents, **Click Submit**.

Please Note: ALL fields are required. Failure to complete all fields accurately will delay processing. To check the status of your request at any time, go to My Account which appears at the top of the screen and select Account Overview.

Important Tips:

Ensure that the information listed in your NYS TEACH account and the information in your Applicant Gateway profile matches correctly. If your personal information does not match (i.e., different last name, or date of birth), your OSPRA 104 process will not be successful.

How long will it take for my OSPRA 104 form to be processed?

OSPRA 104 requests will generally be processed within 15 business days.

For assistance contact NYC DOE HR Connect

-
- [Fingerprinting](#)
 - [New York City Fingerprinting for School Employment](#)