

# FINGERPRINTING

Office of Teacher Education & School-based Support Services

**ATTENTION:** If you will be student teaching in a public school in NYC, you must register with the New York City Dept of Ed (NYCDOE) and take the print out confirming your registration **BEFORE GOING TO BROOKLYN** or you will be turned away! Students not in public schools must pick up a letter from OTE requesting fingerprinting before going to Brooklyn.

## **Take the following items:**

1. Acceptable forms of ID (Photo ID and SS Card OR Passport) (See DOE website for more choices)
2. Payment for \$115 fee (money order, personal check, Visa, MasterCard, Discover)

*\*Fingerprints will clear within 24-48 hours*

## **International Students**

Please refer to the OTE sheet titled “Fingerprinting for International Students” for more details.

## **Location:**

65 Court Street, Brooklyn

Hours: Monday-Friday, 9am-4:30pm

Phone: (718) 935-2750/2668

## **Directions to the NYCDOE from Teachers College:**

1. From the subway station at W.116<sup>th</sup> Street and Broadway, take the **1 or 9** train headed **downtown**
2. Go to 96<sup>th</sup> Street and **TRANSFER** to the **2 or 3** train headed **downtown** to **Borough Hall**
3. Walk west on Fulton Street for less than 1 block
4. Turn left onto Court Street and walk 1 block
5. Arrive at **65 Court Street** (corner of Court Street and Livingston Street)

## ***IF YOU WERE FINGERPRINTED AT COURT STREET AND NEED TO TRANSFER FINGERPRINTS TO NY STATE FOR CERTIFICATION:***

Fingerprints must be transferred **from the city to the state** by filling out an OSPRA 104 form. This can be found online by searching “OSPRA 104” or picking up a paper copy in Russell Hall 400.

## ***POLICE PRECINCT:***

If you are not in a rush to get fingerprinted, there is a police precinct at 520 West 126 Street between Broadway and Amsterdam. The phone number is (212) 678-1311. They offer fingerprinting services Mon-Fri from 12pm-3pm except holidays. You must pick up 2 fingerprint cards from Russell, 400 as none are available at the precinct and take a check or money order for \$16. Please note that this method requires approximately 3 weeks for clearance.

If you were fingerprinted at a police precinct, can pay the \$94.25 certification fee online through the TEACH website and transfer your fingerprints **from the state to the city** by filling out an OSPRA 103 packet. Note: If you do not plan to teach in New York City, there is no need to submit this packet. This can be found online by searching “OSPRA 103” or picking up a paper copy in Russell Hall 400.

**Questions? Contact [ote@tc.edu](mailto:ote@tc.edu) or call 212.678.3502**

*\*As per the new policy declared on December 13, 2006 by the NYCDOE- All student teachers entering New York City public schools must have fingerprint clearance before entering the classroom.*