FINGERPRINTING INFORMATION

CHOICE 1: NEW YORK CITY DEPT OF ED (NYCDOE) (Fingerprints clear in 48 hours)

ATTENTION: BEFORE GOING TO BROOKLYN: Please go to the following link to be pre-registered for fingerprinting via the PETS Roster: http://tinyurl.com/ons4f6w.

Take the following items:
1. Form from PETS Applicant Gateway system. Please see paragraph above.
2. Government issued photo ID e.g. driver’s license and your college ID
3. Payment for $115 fee (money order, personal check, Visa, MasterCard, Discover)

**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 Zankel 411.

Location: 65 Court Street, 3rd Floor, Brooklyn, Phone: (718) 935-2750/2668
Hours: Monday-Friday, 9am-4:30pm

International Students
International students without a valid US social security number MUST GO TO Columbia or a police precinct. Please contact the Office of Teacher Education at ote@tc.edu and identify yourself as an international student in need of an ID number. You may use this number for to register with NYSTCE, NYSTCE exams, and NYCDOE. Note: International students DO NOT have to be fingerprinted before student teaching.

CHOICE 2 OR 3: COLUMBIA CAMPUS OR POLICE PRECINCT (Fingerprints clear in 2-4 weeks)
The public safety office at Columbia University (Low Library, Room 111) fingerprints students at no cost, but a processing fee of $91.50 must be paid to New York State. Please take photo ID and 2 fingerprint cards from our office. Fingerprints are done on Thurs, Fri, Sat, Sun, and Mon from 9am-3pm. Appointments are recommended although people may walk in. To make an appointment, go to: http://www.columbia.edu/cu/publicsafety/

If you choose to go to a police precinct, the closest one to TC is located at 520 West 126 Street between Broadway and Amsterdam. Please take a $16 money order. (Personal checks and credit cards are not accepted)

For Columbia or the police precinct: To apply online for fingerprint clearance, go to:
www.highered.nysed.gov/tcert/teach/login.html

Mail 2 fingerprint cards and credit card payment receipt to:
Fingerprint Processing
NYS Education Department, PO Box 7352, Albany, NY 12224

To check on status of prints: 1. Go to: http://www.highered.nysed.gov/tcert/teach/. 2. Click on “Account Information, 3. Select “Fingerprinting” inside the white box, 4. Press “Go.” It should say, “Your DCJS and FBI results have been received.”

After fingerprints have cleared (2-4 weeks), go to 65 Court Street in Brooklyn together with your TC ID AND driver’s license and request the transfer of fingerprints from the state to the city through OSPRA 103. We strongly recommend completing the PETS Roster form and then going to Brooklyn. PETS link: http://tinyurl.com/ons4f6w

STUDENT TEACHING CLEARANCE
In order to be cleared for student teaching, you must submit a screen shot of the NYCDOE or NYSED website via email to ote@tc.edu, fax to 212.678.3153, or in person to Zankel, Room 411.

SPEECH PATHOLOGY & OTHER NON-STUDENT TEACHERS should fax the PETS Form to 212.678.3153 rather than register in the PETS Roster before going to Brooklyn. You should then receive an email from NYCDOE within 72 hours.
Questions? Contact us at ote@tc.edu or at 212.678.3466/4057

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