AGENDA

RUN THROUGH

A NOMINATION

AND

APPOINTMENT
The Nomination

Dear XXX:

Thank you for your interest in the GoPass program.

In order to process your application, you will need to complete our screening process, which includes the completion of an online questionnaire, fingerprinting and getting photographed.

If you have previously completed the GoPass volunteer screening process, you can ignore this notification.

**Next Steps - Applicant Gateway:**

Your next step is to activate your account in the DOE's Applicant Gateway!

To activate your account, please follow this link:

https://www.nycenet.edu/Offices/DHR/agway/ and follow the instructions for activating your account. Please note, to ensure that you correctly activate your account, you must use the same email address this nomination was sent to. If you must use a different email address than the one you originally provided, you must notify your Volunteer Coordinator as soon as possible of your new email address.

**Valid Social Security Number:**

Any person being fingerprinted to work in a DOE school or for a DOE program must have a **VALID** Social Security Number (SSN) issued by the Social Security Administration (SSA) and assigned to the person undergoing the security clearance review. Using a number other than your own valid SSN is a violation of Federal Law. When you activate your Applicant Gateway account, please immediately review your Social Security number. If the one listed is incorrect, do not proceed further. Instead, immediately contact GpPass@schools.nyc.gov and you will be directed how to have the SSN corrected. Failure to address this issue prior to being fingerprinted may result in duplicative processes, including an additional fingerprinting cost.

You will be required to verify your applicant gateway profile in order to advance in the process. Please carefully review all your biographical data to ensure accuracy. If there are errors you cannot correct, please contact HRConnect@schools.nyc.gov

Once you are active in Applicant Gateway, please follow the specific steps required and fill out any required forms listed in the Forms Requiring Action column.

**The Fingerprinting Process:**

All fingerprinting is now completed by appointment at any IdentoGO location! IdentoGO provides service centers throughout New York City and State, as well as outside New York State, and you can schedule your appointment through their website.

Once you have verified your profile in Applicant Gateway and completed any needed forms, please follow the instructions provided in Applicant Gateway to schedule your appointment with IdentoGO.
Instructions for Fingerprinting at an IdentoGO Scan Location for NYC Department of Education (NYCDOE)

All candidates for employment with the NYCDOE or with a NYCDOE vendor, or volunteering through the GoPass program, are required to be fingerprinted as part of the background check/security clearance process. As of 05/05/2022, fingerprints will NO LONGER be completed at a NYCDOE facility. Instead, all fingerprinting for NYCDOE and/or vendor positions will now be completed by IdentoGO.

All fingerprinting is done by appointment only. You can schedule an appointment for fingerprinting by going to IdentoGO’s website at https://uenroll.identogo.com or by calling the toll-free call center at (877) 472-6915. Appointment scheduling via website is available 24/7 and is the fastest and easiest way to schedule an appointment. Appointment scheduling via call center is available 9am-9pm Monday through Saturday.

STEPS FOR WEBSITE SCHEDULING

Once you access the IdentoGO website, please enter the following service code when prompted:

Service Code: 1588R8

During the appointment scheduling process, you will be asked to enter a ZIP Code, City and State, which will create a list of available fingerprinting locations. Please select a convenient location to get fingerprinted. NYCDOE buildings will NOT be an option for fingerprinting.

The fingerprinting fee will be $101.75, which can be paid online when you set your appointment or in-person when you appear for your appointment. You will not be fingerprinted if you fail to provide payment.

Payment options:

- Debit/Credit cards are accepted online in advance of your fingerprint appointment.
- Business check, government check, certified check, bank check, money order or credit cards are accepted on-site at the time of the fingerprinting appointment.

(***PLEASE NOTE THAT CASH IS NOT ACCEPTED AS A FORM OF PAYMENT AT ANY FINGERPRINTING LOCATION***)

IndentoGO may charge an additional $30 fee if you schedule an appointment at an IdentoGO site located outside of NY State, plus any applicable sales tax. The additional $30 fee and taxes must be paid at the time of your out-of-state fingerprint appointment.
STEPS FOR SCHEDULING BY PHONE

For expedited service, it is recommended that appointments are scheduled online. However, appointments can be made by speaking with an agent at the toll-free call center at (877) 472-6915.

FINGERPRINTING APPOINTMENT DAY

Bring a government-issued photo identification to your fingerprint appointment (e.g., driver’s license, US Passport, Permanent Resident Card, etc.). If you did not already pay online when you scheduled your appointment, you will also need to bring your approved form of payment.

At the fingerprinting location, you will be required to enter your valid SSN TWICE in a double blind key entry. If you are unable to confirm your SSN, you will not be fingerprinted. Next, the photo identification confirmation page will be reviewed, fingerprints rolled, and photo taken. Once you have been fingerprinted, IdentoGO transmits the fingerprint transaction and photo to the New York State Division of Criminal Justice Services (DCJS) for processing. A search is then completed by the New York State and the FBI.

You will be provided with two receipts indicating your name, fingerprinting site location, date, time, fee pad and reason for fingerprinting. Retain these receipts as proof you were fingerprinted.

Should DCJS or the FBI reject your fingerprints due to image quality and require a reprint, IdentoGO will contact you and advise that you must schedule an appointment for reprinting. There is no additional cost for reprinting. The DOE will NOT contact you to be reprinted.

Next Steps:

Upon completion of the DCJS and FBU fingerprint search process, the results will be delivered electronically to the NYCDOE.

We strongly suggest you complete all other online forms in Applicant Gateway before scheduling your fingerprinting with IdentoGO to avoid delays in your nomination process.

Feel free to reach out to your hiring manager for follow up if needed.
Scheduling a Fingerprint Appointment

Enter your Service Code to get started.

Don't know your Service Code?
Contact your agency or click here.

IdentoGO has a growing number of convenient locations across the U.S. to meet your identity-related needs.

Check the Status of your Service
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

Manage an existing Appointment
Reschedule an existing appointment or schedule a retake.
Scheduling a Fingerprint Appointment

1588JG - New York NYC Department of Education-Employee Applicant

- **Schedule or Manage Appointment**
  Schedule an in-person appointment or change an existing appointment.

- **What do I need to bring to enrollment?**
  Find out which documents you need to bring to the enrollment center to facilitate processing.

- **Locate an Enrollment Center**
  Locate and get directions to an enrollment center near you.

- **Submit A Fingerprint Card by Mail**
  Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.
Scheduling a Fingerprint Appointment

1588JG - New York NYC Department of Education-Employee Applicant

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

- Name / Method of Contact
- UE ID / Date of Birth
- Agency ID / Date of Birth

Notes:
- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

- * First Name
- * Middle Name (or NMN if no middle name)
# Scheduling a Fingerprint Appointment

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Confirm Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Date of Birth</td>
<td>* Confirm Date of Birth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of Contact (at least one method is required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Country Code</td>
</tr>
<tr>
<td>United States</td>
</tr>
<tr>
<td>Country Code</td>
</tr>
<tr>
<td>United States</td>
</tr>
<tr>
<td>* Preferred Method of Contact</td>
</tr>
</tbody>
</table>

[Next]
Scheduling a Fingerprint Appointment

Please answer the questions below. Then click ‘Next’ to continue or ‘Cancel’ to exit.

* Have you ever used a maiden/previous name?

[Radio buttons: Yes, No]

* Have you ever used an alias?

[Radio buttons: Yes, No]

* Is your mailing address the same as your residential address?

[Radio buttons: Yes, No]

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

[Radio buttons: Yes, No]

**NOTE:** Please have Authorization Code available to enter on the website later in the scheduling process.
Scheduling a Fingerprint Appointment

1588JG - New York NYC Department of Education-Employee Applicant

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

**Personal Information**

- **Height**
  - ft
  - in

- **Weight**
  - lbs

- **Hair Color**
  - -- Choose One --

- **Eye Color**
  - -- Choose One --

- **Preferred Language (Receipts & other communication)**
  - English

- **Gender**
  - -- Choose One --

- **Race**
  - -- Choose One --

- **Ethnicity**
  - -- Choose One --

**Required Fields**

[Cancel] [Next]
Scheduling a Fingerprint Appointment

1588JG - New York NYC Department of Education-Employee Applicant

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country
   United States

* Address Line 1

Address Line 2

* City

* State/Province
   -- Choose One --

* Postal Code
Scheduling a Fingerprint Appointment

1588JG - New York NYC Department of Education-Employee Applicant

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document

-- Choose One --

* Does the name you are enrolling under match the name on all documents selected?

Yes  No

Cancel  Next  Back
Scheduling a Fingerprint Appointment

1588JG - New York NYC Department of Education-Employee Applicant

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results: 5

Cancel

< Back

Next >
Scheduling a Fingerprint Appointment

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

**Note:** Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Next 7 Days</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooklyn, NY</td>
<td>44 Court St</td>
<td>230 appointments available</td>
<td>1.83 mi</td>
</tr>
<tr>
<td>Brooklyn, NY</td>
<td>365 Jay St</td>
<td>135 appointments available</td>
<td>1.83 mi</td>
</tr>
<tr>
<td>New York, NY</td>
<td>22 Park Pl</td>
<td>426 appointments available</td>
<td>3.42 mi</td>
</tr>
<tr>
<td>Brooklyn, NY</td>
<td>1772 Flatbush Ave</td>
<td>587 appointments available</td>
<td>3.59 mi</td>
</tr>
<tr>
<td>Brooklyn, NY</td>
<td>2174 Fulton St</td>
<td>397 appointments available</td>
<td>4.06 mi</td>
</tr>
</tbody>
</table>
# Scheduling a Fingerprint Appointment

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Next / Days</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooklyn, NY</td>
<td>44 Court St</td>
<td>230 appointments available</td>
<td>1.83 mi</td>
</tr>
<tr>
<td>IdentoGO</td>
<td>44 Court St</td>
<td>Hours:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ste 815</td>
<td>Monday - Friday: 09:00 AM - 12:00 PM &amp; 12:30 PM - 06:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brooklyn, NY 11201-4414</td>
<td>Saturday: 09:00 AM - 02:00 PM</td>
<td></td>
</tr>
<tr>
<td>Brooklyn, NY</td>
<td>365 Jay St</td>
<td>135 appointments available</td>
<td>1.83 mi</td>
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</tbody>
</table>

[Next] [Back] [Cancel]
Scheduling a Fingerprint Appointment

1588JG - New York NYC Department of Education-Employee Applicant

Select a preferred date and time for your appointment at the specified location. Then click ‘Submit’ to confirm or ‘Cancel’ to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the ‘Back’ button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date

Select Time

Location Details:

IdentoGO
44 Court St
Ste 815
Brooklyn, NY 11201-4414
Service Summary

New York

Current Service:

1588R8 - New York NYC Department of Education-NCPA VCA Volunteer

Status as of 05/04/2022

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date: 05/04/2022
UE ID: UZNY-4422YT
Applicant: mallory sullivan
Service: 1588R8 - NYC Department of Education-NCPA VCA Volunteer
Estimated Amount Due: $42.75

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card

Card holder must be present at the time of payment.
Cash will not be accepted.
Scheduling a Fingerprint Appointment

Important!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly on all identification documents brought to enrollment.
1. Driver’s License issued by a State or outlying possession of the U.S.

All ID Documents must be the originals. Copies will not be accepted.

1588JG - New York NYC Department of Education-Employee Applicant Appointment Details:

Brooklyn, NY
IdentoGO
44 Court St
Ste 815 Brooklyn, NY 11201-4414
View Map

Appointment Time:
05/12/2022 @ 10:10 AM

Please provide 24 hours notice when canceling/rescheduling an appointment.

Cancel Appointment
Reschedule Appointment
Scheduling a Fingerprint Appointment

IdentoGO Service Confirmation - 1588JG - New YorkNYC Department of Education-Employee Applicant

 nobody@uemail.identogo.com

To  Sullivan Mallory

Time: 5/7/2022 @ 10:50 AM (EDT)
Customer: MALLORY O SULLIVAN
UE ID: UZNY-44227S
ORI: NY921540Z
Service: 1588JG - NYC Department of Education-Employee Applicant
Location: IdentoGO
44 Court St
Ste 815
Brooklyn, NY 11201-4414

Status as of 05/03/22
Pre-Enrolled
You have successfully pre-enrolled.

IMPORTANT!
ALL CUSTOMERS MUST WEAR A FACE COVERING TO ENTER OUR CENTERS UNLESS EXEMPTED DUE TO AGE OR A MEDICAL CONDITION.

Click here to check your status
Monitoring a Fingerprint Appointment

1588JG - New York NYC Department of Education-Employee Applicant

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (’) are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

UE ID / Date of Birth

* UE ID
UZNY44227S

* Date of Birth
__/__/___

Submit

Cancel
Scheduling a Fingerprint Appointment With a Coupon

Please answer the questions below. Then click ‘Next’ to continue or ‘Cancel’ to exit.

* Have you ever used a maiden/previous name?

* Have you ever used an alias?

* Is your mailing address the same as your residential address?

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

**NOTE:** Please have Authorization Code available to enter on the website later in the scheduling process.
Scheduling a Fingerprint Appointment With a Coupon

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (’) are allowed in name fields). Then click ‘Next’ to continue or ‘Cancel’ to exit.

### Personal Information

<table>
<thead>
<tr>
<th>*Height</th>
<th>*Weight</th>
<th>*Hair Color</th>
<th>*Eye Color</th>
<th>*Preferred Language (Receipts &amp; other communication)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 ft</td>
<td>125 lbs</td>
<td>Green</td>
<td>Blue</td>
<td>English</td>
</tr>
</tbody>
</table>

*Required Fields

[Image of a form with options for US/Metric, Height, Weight, Hair Color, Eye Color, Preferred Language, and options for Gender, Race, Ethnicity.]
Scheduling a Fingerprint Appointment With a Coupon

1588JG - New York NYC Department of Education-Employee Applicant

Enter Payment Information

Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit.

Apply Authorization Code

Authorization Code

Apply Coupon

1588JG - New York NYC Department of Education-Employee Applicant $101.75
Total Amount Due $101.75 (non-refundable)
NCAC credit card accounts with IDEMIA/IdentoGO

Pre-purchased NCAC coupons (voucher codes) may be used at the time of appointment scheduling or on-site. Agencies (DOE Vendors/CBOs) that desire to set up an account for payment must enter into a credit-card backed account in order to obtain NCAC coupon codes for use. To set up an account arrangement, contact Idemia at (877) 472-6915 or you can access the link to the application on Idemia’s Universal Enrollment website at:

To set up the account, the CBO must have the service code 1588R8
Applicants residing outside of New York (or physically unable to visit an IdentoGo center in New York) are required to complete pre-enrollment and pre-payment in the Universal Enrollment Platform (UEP) system. Your Service Code homepage includes a link for applicants to pre-enroll for card scan service by selecting this option under “Submit A Fingerprint Card by Mail”.

Applicants will utilize the assigned Service Code to complete the pre-enrollment step, and will need to follow agency/contributor specific instructions for mailing the card scan packet to the proper agency mailing address.

Agencies may collect other forms or information from the applicants as part of your specific card scan packet, but please note that Idemia should only be sent the fingerprint card and the signed UEP pre-enrollment confirmation page.

There is NO ADDITIONAL FEE for card scans!!!
Applicant Instructions for Card Scan

Each applicant will need to follow the card scan instructions, including the use of Service Codes and pre-enrollment/pre-payment. An overview of the process is listed below.

1. Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card. (Can be done at local precinct)

2. Pre-enroll for card scan submission at UEnroll.identogo.com using the unique Service Code supplied by your agency. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.

3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency. For mailing address or further instructions, each applicant should contact their employer or agency contacts for those details.

4. NOTE: The Pre-enrollment will expire after 90 days. Expired cardscan pre-enrollment submissions will be returned back to the applicant. If an applicant submits an expired pre-enrollment, the hard cards can be resubmitted with the new Bar Code Form. The applicant will need to contact the Idemia call center to request a refund for their expired pre-registration payment. The payment is not able to be transferred to a new pre-enrollment. The call center number is 1-877-472-6915

Idemia card scan mailing address – all card scan packets should be mailed to the below address either by the contributor agency or the applicant depending on the process your agency puts in place.

IDENTOGO
CARDSCAN DEPARTMENT
340 SEVEN SPRINGS WAY, SUITE 250
BRENTWOOD, TN 37027