



OSPRA 102 (1/03)

Clearance For Employment Request Form

Type or Print All Information

Office of School Personnel Review and Accountability
NYS Education Department
987 Education Building Annex
Albany, NY 12234
ph: (518) 473-2998 fax: (518) 473-8812
www.highered.nysed.gov/tcert/ospa
OSPRA@mail.nysed.gov

Instructions

- This form is to be filed to secure a "Clearance for Employment" for an individual who has been previously fingerprinted on New York State Education Department (SED) fingerprint cards or the New York City Department of Education (NYCDOE) fingerprint cards.
Sections 1 and 3 are to be completed by the prospective employee.
The school district, charter school or BOCES must complete section 2.

Type or print all information. Inaccurate, incomplete or illegible information will delay processing

SECTION 1

Name: (Last, First, Middle Initial) Social Security Number: Date of Birth: (00/00/0000)
Mailing Address City State Zip

SECTION 2

(This section MUST be completed by the school district, charter school or BOCES)

Please neatly print, type or attach a label in the box below with the name and mailing address of the fingerprint contact person of the school district, charter school or BOCES.
This form will be returned to the person identified below if SED has no fingerprint application on file for the above individual as of the "OSPRA Processing Dates."
Make no other marks in the box below or the box to the right of this space.
OSPR Processing Dates
First 6 digits of school BEDS or CS-ID #: Charter Schools: Please contact OSPRA to obtain your specific CS-ID number:
131602
Title of position employee will be placed in:
Signature of employer representative or fingerprint contact person: Date: Telephone # of fingerprint contact person:
Deirdre A. Caamano 845-463-7800

SECTION 3

1. I have read "Fingerprinting Information and Instructions" issued by the State Education Department and (SED) have previously submitted fingerprints to SED pursuant to the SAVE legislation.
2. I understand that if I have any questions about my rights, I may contact the OSPRA office at (518) 473-2998.
I hereby authorize the Commissioner of Education to review my criminal history record as secured from DCJS and the FBI for the purposes of conducting a determination on a Clearance for Employment as a condition for my new employment. I understand that the Commissioner will forward such final determination to my prospective employer in accordance with Part 87 of the Commissioner's Regulations. I further understand that once the Clearance for Employment is issued, the Commissioner of Education is authorized to forward certain information regarding any subsequent criminal history notifications from DCJS to my new employer

Signature:

Date:

SECTION 4

Mail completed OSPRA 102 to:



Spackenkill UFSD
Human Resources
15 Croft Road
Poughkeepsie, NY 12603



Spackenkill Union Free School District

DISTRICT OFFICE

Fingerprint Processing

To be an approved employee at the Spackenkill UFSD, you must have full fingerprint clearance.

The fingerprint process is now being done through IndentoGO Centers operated by MorphoTrust USA.

The cost to you for the processing is \$99.00 which you will be charged at the day of appointment. Please go to:

<http://www.identogo.com/FP/NewYork.aspx>

You can schedule an appointment online at the following locations:

www.L1enrollment.com

Poughkeepsie: 84 Cannon Street, Poughkeepsie, NY

Tuesday: 12:00 PM - 4:00 PM

Wednesday: 9:00 AM - 1:00PM

Thursday & Friday: 9:00 AM - 2:00 PM

When prompted for the ORI number please put in **TEACH**

If you have any questions regarding the online system, please call 844-321-2124.

You will also need to go on to the NYS Education Department website to create an account so that I can get your fingerprint clearance. Please go to: <http://www.highered.nysed.gov/tcert/teach/>

Deirdre A. Caamano
Human Resources

15 CROFT ROAD
POUGHKEEPSIE
NEW YORK 12603
845-463-7800
FAX: 845-463-7804