

# Need Your Fingerprints Within 48 Hours?

## *If so, you may be electronically fingerprinted at the Rockville Centre School District*

Teacher certification candidates are required to create a TEACH account online through New York State's TEACH web site: <http://www.highered.nysed.gov/tcert/teach/selfreg.htm>. After your account is created, apply for your fingerprinting application online (OSPRA 101) and pay the \$94.25 processing fee. Be sure to print your receipt (or Payment voucher if you chose to pay with a money order). You must have an email address or access to an email address. You will then make an appointment with Nancy Pinto at 516-255-8831. There is a fee of \$25.00 (cash or money order) for the electronic fingerprints.

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### ELECTRONIC FINGERPRINTING INTRUCTIONS & CHECKLIST

- Register on TEACH on-line and make payment for the New York State Education Department using a credit card.**
- Obtain money order/or cash for **\$25.00** to **Rockville Centre School District**. (List **Name & Address** in Purchaser box.)
  - Money Order attached.**
- Call **Nancy at 516 255-8831** to set up appointment for rolling of fingerprints at Rockville Centre School District.
  - Appointment made for** \_\_\_\_\_
- Arrive at appointment with **TWO (2)** forms of **identification including one (1) photo ID, completed checklist, printed receipt from on-line registration and money order and/or cash for \$25.00.**
  - Two forms of ID (see reverse)**
    - One photo ID**
  - This completed check-off list**
  - On-line receipt**
  - Money order for \$25.00 to Rockville Centre School District (List Name & Address in Purchaser box.)**

### ACCEPTABLE FORMS OF IDENTIFICATION FOR FINGERPRINTING

- |  |  |
|--|--|
| <input type="checkbox"/> Photo Driver License  | <input type="checkbox"/> US Social Security Card (must have your signature)  |
| <input type="checkbox"/> Non-Driver ID Card: Issued by NY State Dept. of Motor Vehicles                                    | <input type="checkbox"/> US Military Photo ID Card                           |
| <input type="checkbox"/> Birth Certificate: Issued by a Board of Health, Bureau of Vital Statistics or US State Department | <input type="checkbox"/> US Marriage or Divorce Record                       |
| <input type="checkbox"/> US Passport (valid or expired within the last 2 years)  | <input type="checkbox"/> Utility Bill (must include your name & address)     |
|  | <input type="checkbox"/> W-2 Form (must include your Social Security Number) |

## **DIRECTIONS TO ROCKVILLE CENTRE UFSD**

128 SHEPHERD STREET  
ROCKVILLE CENTRE, NY 11570  
(516) 255-8831



**LIVESCAN Fingerprinting will be conducted at our Administration Building.**

### **FROM SOUTHERN STATE PARKWAY**

Take exit 20 (Grand Avenue **south**) to the first block after Parkway (Maude Street). Turn right onto Maude Street. Continue **west** to Long Beach Road. Turn left on Long Beach Road traveling **south** for approximately 1-1/2 miles. Make left turn on Shepherd Street, which is one block past traffic light on Princeton Road. Go to the end of Shepherd Street. Immediately after passing through gate, continue to the left. Visitors' parking is past the high school, next to the athletic field. The Administration Building is the white building across the street from the South Side High School. Enter through the white door and see the receptionist.

### **FROM NORTHERN STATE PARKWAY/LIE**

Take Meadowbrook Parkway **South** to Southern State Parkway **West** and then proceed with the above directions.

### **FROM SUNRISE HIGHWAY**

Turn off Sunrise Highway at Long Beach Road and travel **north**. Count seven blocks past the third traffic light on the right-hand side, and make a right turn on Shepherd Street. Go to the end of Shepherd Street. Immediately after passing through gate, continue to the left. Visitors' parking is past the high school, next to the athletic field. The Administration Building is the white building across the street from the South Side High School. Enter through the white door and see the receptionist.