



Auburn Enlarged City School District

Working together ... Building a community of Learners

To: Potential New Employees
From: Personnel Office
Subject: Fingerprinting Process

PERSONNEL OFFICE

78 Thornton Avenue

Auburn, New York 13021-46998

All Auburn Enlarged City School District new hires must be fingerprinted for a criminal background check prior to your name being submitted to the Board of Education for approval. All fingerprinting is conducted through **IdentoGo** by MorphoTrustUSA. Prior to getting fingerprinted, you may go online to: <https://ny.ibtfingerprint.com/?LANG=en> and fill out an online fingerprinting application and pay the required **\$100.25 fee** or call them at **(877) 472-6915** or TTY/TTD applicants, please call (877)219-0199.

Please follow the instructions listed below:

Step 1 – Online Application and Payment:

- ❖ Sign on to <https://ny.ibtfingerprint.com>
- ❖ Fill in First Name and Last Name
- ❖ Fill in ORI#: **TEACH**
- ❖ Choose reason for fingerprinting as: **EMPLOYEE APPLICANT**
- ❖ Put in your zip code
- ❖ Pick the location
- ❖ Schedule a time to be fingerprinted
- ❖ Fill out form
- ❖ Pay online with a credit card or you may pay at the fingerprinting location
- ❖ If paying at the fingerprinting location you may pay with check or credit card, **no cash** payments accepted.
- ❖ If you pay online you will receive a confirmation number. Bring this confirmation number with you when you are fingerprinted

Step 2 – After Being Fingerprinted – New Hire Paperwork:

- ❖ After being fingerprinted, immediately call Auburn Enlarged City School District Personnel Office at: **(315)255-8850**
- ❖ Once your fingerprints are cleared, your name will be put on the next Board of Education agenda for approval and someone from Personnel will immediately contact you to make an appointment to fill out new hire paperwork.

Fingerprinting Locations:

- ❖ **Auburn, NY (12-14 East Garden Street) Mon-Thurs: 8AM – 12PM & 1PM – 3:30PM, No Friday Appointments.**
- ❖ **Syracuse, NY (1723 Burnet Ave) Tue: 12PM - 8PM; Wed – Fri: 8:30AM – 8PM; Sat: 9AM – 5PM (lunch 12:30-1 closed)**
- ❖ **Cortland, NY (90 Central Ave.) Wed & Fri only: 9AM – 4PM (closed for lunch from 12PM – 1PM)**