



UTICA CITY SCHOOL DISTRICT
929 York Street
Utica, New York 13502

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Chief Human Resources Officer

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FINGERPRINTING PROCESS

Scheduling Applicants & Rescheduling Applicants:

If the applicant misses or cancels an appointment and is planning to reschedule, please have them do this through our customer service center.

The number for our customer service center is **(877-472-6915)**, - Option 4 is the scheduling line. *** They will ask for a service code, it is **14ZGR7*****

To schedule an applicant online:

1. Go to www.identogo.com
2. Click "**Get Fingerprinted**" located in the top right corner of the screen
3. Select **New York State** and click **Go**
4. Scroll down and choose "**Digital Fingerprinting**"
5. It will ask for a service code, enter **14ZGR7**
6. Select **Schedule or Manage an Appointment** and fill out your personal information and continue with the steps.

****Customer service will be able to assist with scheduling, fingerprinting results and other general questions you might have about the fingerprinting process.****

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