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



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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 <u>www.identogo.com</u>
- 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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We are an Equal Opportunity Employer which fully and actively supports equal access for all regardless of Race, Color, Weight, National Origin, Ethnic Group, Religious Practice, Disability, Sexual Orientation, Gender, Age, Veteran Status, or Genetic Information.