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 website: [http://www.highered.nysed.gov/tcert/teach/selfreg.htm](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 INSTRUCTIONS & 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**

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