Monroe 2-Orleans BOCES Fingerprinting Service
2014-2015 School Year Information
Featuring the Livescan® Digital Fingerprinting Process!
School Year Schedule

Westside-Spencerport
Monroe 2-Orleans BOCES
Career & Technical Education Center
3589 Big Ridge Road, Room A-100
Spencerport, NY 14559

September 3, 2014 - June 25, 2015:
Wednesday & Thursday only 3:00-5:00 p.m.

Eastside-Pittsford
Pittsford Central School District
Barker Road District Office
75 Barker Road, Room 409
Pittsford, NY 14534

September 2, 2014 - June 23, 2015:
Monday & Tuesday only 2:30-4:30 p.m.

No Appointment Necessary

DATES CLOSED:
Monday, September 1, 2014 (Labor Day)    Monday, January 19, 2015 (Martin Luther King Jr. Day)
Monday, October 13, 2014 (Columbus Day)    Monday, April 27, 2015 (Superintendent Conf Day-Pittsford)
Tuesday, November 11, 2014 (Veteran’s Day) Monday, May 25, 2015 (Memorial Day)

The office is closed during the break periods of November 26-28, 2014; December 22, 2014-January 2, 2015; February 16-20, 2015; and March 30-April 3, 2015.

*BEFORE ARRIVAL*
At least Twenty-Four hours prior to arriving for fingerprinting you must register, complete the applicant information, and pay the $91.50 NYSED fee on the TEACH System at http://www.highered.nysed.gov/tcert/.

Registration on TEACH and fee payment is not available at the fingerprint location. Note that the NYSED (NOT BOCES) is responsible for running and fielding website problems. Therefore, Monroe 2-Orleans BOCES cannot assist with website questions, instead please contact the NYSED Help Line at 518-486-6041 or call the NYSED OSPRA office at 518-473-2998.

WHAT TO BRING AND FEES
• Cash (NO LARGE BILLS PLEASE), check, or money order ONLY payable to Monroe 2-Orleans BOCES in the amount of $27 (This is the BOCES 2 fingerprinting fee, separate from the NYSED $91.50 fee) or payment voucher from the hiring school district
• Know your Social Security Number. The TEACH registration data can only be accessed by keying in your Social Security number
• TEACH login and password
• Photo Identification

In winter weather dry hands are not easily printable. Please use lotion or soak dry hands two days prior to arriving.

STAFF
Gary Zimmer, Fingerprinter
Annmarie Van Son, Fingerprinter
Lynda M. VanCoske, Esq., Program Administrator
Diane Choromanskis, Program Assistant

Questions: Contact us at (585) 352-2604, option #1