

How to Send Your DOE Fingerprints to Albany

1st way – If you did your DOE fingerprints at your college and they have a copy of it, you can email your college and request to send it to Albany so your TEACH account can be updated in a few weeks.

2nd way – If you have your receipt to your fingerprints you can email them to TCERT@nysed.gov. They could reply to you and say, “Thank you for contacting OTI. Your fingerprints have been received and that is noted on your teach account.” If they say that then expect your fingerprints to be shown in your TEACH account in a few weeks.

Here is an example on how a DOE fingerprints receipt looks like:

NYC
Department of
Education
Carmen Fucile, Chancellor

DIVISION OF HUMAN RESOURCES – HR CONNECT WALK-IN CENTER
65 Court Street, Brooklyn, New York 11201 Room # 102 718-915-4000

Applicants Social Security [REDACTED]

Last Name [REDACTED] First [REDACTED]

NYCDOE FINGERPRINTING-CENTRAL (\$115 FEE) NYCDOE FINGERPRINTING-FIELD (\$115 FEE)

NYS ED FINGERPRINTING (\$10 FEE) OPSRA 104 (NO FEE) OSPRA 103 (NO FEE)

REPRINT (No Fee) GD-PASS (\$60 FEE)

Representative [Signature] Date: 02/03/14

**** FINGERPRINT FEE PAYABLE TO: NYCDOE/DHRT ****
THIS IS NOT A CLEARANCE LETTER - THIS IS ONLY A RECEIPT. PLEASE BE ADVISED THAT UNTIL YOU RECEIVE FURTHER NOTICE FROM THE NYCDOE, YOU ARE NOT CLEARED TO WORK

3rd way – If your fingerprints was done in NYCDOE, you need to fill out the OSPRA form and give them permission to send it to Albany.

Albany Address (just in case you need it):

New York State Education Department

Office of Teacher Initiatives

89 Washington Ave Room 5N EB

Albany, NY 12234

I am not experienced in the 3rd way so if the first two options do not work, email TCERT@nysed.gov and ask them which OSPRA form you need to fill out and ask where does it need to be mailed to. If there are any other additional steps you need to take, make sure you ask in your email to TCERT.

Personally, the second way worked for me.

I hope this works out for you. Good luck! 😊