

SECTION III ATHLETICS
OFFICIALS FINGERPRINT PROCEDURE

**NOTE: As of October 2016 the OSPRA102 form is no longer in use. You must fill out a "Fingerprint Request" from.*

PLEASE READ ALL INSTRUCTIONS BELOW

All Section III sports officials are required to be fingerprinted and cleared by the New York State Education Department (NYSED). Assignors may only utilize officials who have been fingerprinted and cleared by the NYSED. You must submit the Background Clearance Authorization Form to Section III Athletics and be listed on the "Cleared Officials" listing found on www.section3.org.

1. All officials must establish a TEACH account through the New York State Education Department's TEACH Online Services System. <http://www.highered.nysed.gov/tcert/teach>
2. Fingerprinting is done through MorphoTrust, a statewide vendor managed system. (Fingerprinting is NOT offered through BOCES or school districts.) Find locations and schedule an appointment at www.identogo.com and click on New York state on the map; or call 877-472-6915. The MorphoTrust system will ask for an ORI number. The NYSED code is: 14ZGQT.
3. Once an official has been fingerprinted, the Background Clearance Authorization Form must be submitted to Section III Athletics. You can either fill out the physical form or a Google Form.
 - a. The Background Clearance Authorization **Google Form**:
https://docs.google.com/forms/d/e/1FAIpQLSd24Cvnn8xhyatvIK28DAhhFJc-OGGnueV-j78_CJvG_r698A/viewform
 - b. The Background Clearance Authorization **Physical Form**:
[https://section3.org/documents/2024/7/9/Section III Athletics Background Clearance Authorization Form.pdf](https://section3.org/documents/2024/7/9/Section_III_Athletics_Background_Clearance_Authorization_Form.pdf)
4. Send the COMPLETED Fingerprint Request Form to: Section III Athletics, 4983 Brittonfield Parkway, Suite 201, East Syracuse, New York 13057. All clearances will be verified by Onondaga-Cortland-Madison BOCES. Once verified your name will be added to the Cleared Officials listing on the Section3.org website.
5. If your fingerprint clearance is denied by New York State Education Department, you will be suspended pending case review.
6. NYSED sends all arrest notices to OCM BOCES, and in turn OCM BOCES notifies the arrested official and Section III Athletics. You will be suspended IMMEDIATELY pending investigation. OFFICIALS ARE RESPONSIBLE FOR CONTACTING NYSED Office of School Personnel Review and Accountability to resolve your situation.