

Capital Region BOCES  
LIVESCAN FINGERPRINTING SERVICE

Human Resource-Management Services

Sally Loeper

900 Watervliet-Shaker Road, Suite 102

Albany, New York 12205

**(518) 464-5120**

**Fingerprinting by appointment only**

Monday-Thursday 8:00 a.m.-1:00 p.m. & 1:30 p.m.-2:45 p.m.

**PRIOR TO YOUR APPOINTMENT YOU MUST FOLLOW THE STEPS BELOW**



**Follow these steps**

**Hold down the CTRL key and click your mouse on this link**

<http://www.highered.nysed.gov/tcert/teach/login.html>

Complete 'Self-Register'

Upon completion continue on to 'Log into TEACH'

Use your new Logon and Password, go to TEACH ONLINE SERVICES and then click on 'Apply for Fingerprints'

Fill out all fields carefully

When finished, make payment on line (\$94.25) - MasterCard or VISA credit/debit cards accepted.

TEACH does offer the option to mail a money order for payment. However, if you are going to pay by mail you need to allow time for NYSED to process your payment and post it to your TEACH account. Until your TEACH account states your payment has been posted you will not be able to be live-scanned.

**Fingerprints cannot be transmitted without payment to TEACH online services.**



BOCES charges a service fee (\$28.00) that must be paid by **certified check or money order** made payable to *Capital Region BOCES*. Sorry we cannot accept cash, personal checks or credit cards for this fee. This fee **is paid at your appointment.**

**Money orders can be purchased at Rite-Aid Drugstores, Walgreens, Walmart, Price Chopper, Hannaford, U.S. Post Office, Banks, Credit Unions and more. Usually a fee of about \$1.05 applies. Certified checks are available at your bank.**

All candidates must bring two forms of Identification. Acceptable forms of ID are a valid Driver's License or Non-Driver ID, Passport, College ID, Social Security Card, Birth Certificate, Military ID.

**You must know your Social Security number.**

## **Directions to 900 Watervliet-Shaker Road**

**BOCES Management Services** offices are located in a two-story brick office building located just east of the intersection of Sand Creek Road and Route 155 in Colonie. Nearby landmarks are The Shaker Shed Produce Stand and Memory's Garden Cemetery. See Driving directions below.

From I-87 (The Northway) Take Exit 4 (Albany International Airport). Follow road signs to Route 155 West heading toward the airport. (The airport will be on your right.) At the **third stop light take a left (Route 155 West)**. Pass through the next stop light and **take a left onto South Family Road** (the marquee says 900 Watervliet-Shaker Road). After turning onto South Family Road, take an **immediate right** into the BOCES parking lot and follow the sign directing you to the main entrance. Enter through the double doors on visitor parking lot side of the building. Suite 102 is just inside the main lobby. Check in at the reception desk.

From the West (Schenectady)

Take Route 5 East toward Albany. At intersection of Route 5 and Route 155 (Rite-Aid, K-Mart, Mobil, Walgreens) take a left. Follow **Route 155 East** turning right at the stop light at Watervliet-Shaker Road (Rosewood Plaza). Go approx. 1½ miles, pass through stop light at Sand Creek Road and take the next right onto **South Family Road** (the marquee says 900 Watervliet-Shaker Road). After turning onto South Family Road, take an **immediate right** into the BOCES parking lot and follow the sign directing you to the main entrance. Enter through the double doors on visitor parking lot side of the building. Suite 102 is just inside the main lobby. Check in at the reception desk.