



# OSPRA 102 (1/03)

## Clearance For Employment Request Form

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Type or Print All Information

### Office of School Personnel Review and Accountability

NYS Education Department  
987 Education Building Annex  
Albany, NY 12234  
ph: (518) 473-2998 fax: (518) 473-5998  
[www.highered.nysed.gov/tcert/ospa](http://www.highered.nysed.gov/tcert/ospa)  
[OSPRA@mail.nysed.gov](mailto:OSPRA@mail.nysed.gov)

#### Instructions

- This form is to be filed to secure a "Clearance for Employment" for an individual who has been previously fingerprinted on New York State Education Department (SED) fingerprint cards or the New York City Department of Education (NYCDOE) fingerprint cards.
- Sections 1 and 3 are to be completed by the prospective employee.
- The school district, charter school or BOCES must complete section 2.

Type or print all information. Inaccurate, incomplete or illegible information will delay processing.

### SECTION 1

Name: (Last, First, Middle Initial)		Social Security Number:		Date of Birth: (00/00/0000)	
Mailing Address		City		State	Zip

### SECTION 2

(This section MUST be completed by the school district, charter school or BOCES)

<ul style="list-style-type: none"> <li>• Please neatly print, type or attach a label in the box below with the name and mailing address of the fingerprint contact person of the school district, charter school or BOCES.</li> <li>• This form will be returned to the person identified below if SED has no fingerprint application on file for the above individual as of the "OSPRA Processing Dates."</li> <li>• Make no other marks in the box below or the box to the right of this space.</li> </ul>		OSPRA Processing Dates	
Thomas Ristoff Director of Safety and Security 725 Harrison Street Syracuse New York 13210		(leave blank)	First 6 digits of BEDS code of school district, charter school or BOCES:
			421800
			Title of position employee will be placed in:
			Bldg Location: _____
Signature of employer representative or fingerprint contact person:		Date:	Telephone # of fingerprint contact person:
			(315) 435-4527

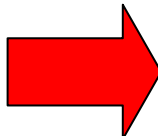
### SECTION 3

1. I have read "Fingerprinting Information and Instructions" issued by the State Education Department and (SED) have previously submitted fingerprints to SED pursuant to the SAVE legislation.
2. I understand that if I have any questions about my rights, I may contact the OSPRA office at (518) 473-2998. I hereby authorize the Commissioner of Education to review my criminal history record as secured from DCJS and the FBI for the purposes of conducting a determination on a Clearance for Employment as a condition for my new employment. I understand that the Commissioner will forward such final determination to my prospective employer in accordance with Part 87 of the Commissioner's Regulations. I further understand that once the Clearance for Employment is issued, the Commissioner of Education is authorized to forward certain information regarding any subsequent criminal history notifications from DCJS to my new employer.

Signature:

Date:

### SECTION 4



**Upload Government issued ID here**

**Driver's License, Sheriff ID, Military ID, Non-Driver's ID (under 21), Passport or acceptable Government issued ID**

Passports copy to its own page