

Department of Teacher Education

**PETS Registration Form**

By New York State law and related Chancellor’s Regulations, the NYC Department of Education (NYCDOE) is required to conduct fingerprint-supported security clearance checks on all individuals working or placed in NYCDOE schools. This requirement applies to student teachers and students satisfying their field-work requirements. The NYCDOE uses the Personnel Eligibility Tracking System (PETS), a web-based application, to electronically track and share basic information regarding the eligibility status of individuals placed in NYCDOE schools. The New York State Division of Criminal Justice Services (DCJS) requires the NYCDOE to collect and submit Social Security Numbers in order to process fingerprints as part of the security clearance check process.

Students have the option of authorizing York College, Department of Teacher Education of Fieldwork to use their personal information to register them in the system **OR** students can register themselves. (International students without Social Security Numbers must pursue the process identified below). All students must choose one of the options below and submit it, **in person**, to the Department of Teacher Education regardless of their choice. This form will be maintained in a secure location.

**Yes**, I give the Department of Teacher Education permission to register me in the NYCDOE’s PETS

system via the following information, **and I was not fingerprinted** by the NYCDOE or NYS Education

Department and will follow the general instructions and those under Paragraph A of the

attached instruction sheet:

**--OR--**

**Yes**, I give the Department of Education permission to register me in the NYCDOE’s PETS system via

The following information, and **I was previously fingerprinted** by the NYCDOE or NY State

Education Department and will follow the general instructions and those under Paragraph B of

the attached instruction sheet:

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSN: \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_- \_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**--OR--**

**No**, I do **NOT** give the Department of Teacher Education permission to register me in the NYCDOE’s

PETS system. I understand this means I will need to go to 65 Court Street, Brooklyn, NY to be registered

there, and will follow the general instructions and those under Paragraph C of the attached instruction

sheet.

**--OR--**

**I am an international student without a Social Security Number**. I understand this means I will

need to go to 65 Court Street, Brooklyn, NY to be registered there, and will follow the general

instructions and those under Paragraph D of the attached instruction sheet.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for PETS Registration and Fingerprinting for Fieldwork**

 **You must be fingerprinted within 10 days of receiving your confirmation email from PETS.**

 Please follow the appropriate instructions for your situation. Read all information carefully.

 It is your responsibility to be fingerprinted by the end of the 4th week of the semester.

 ***In addition to following the PETS Registration and Fingerprinting process, the Office of***

***Fieldwork must confirm you are eligible prior to you entering a NYCDOE school.***

**A. I have allowed the Department of Teacher Education to register me in the NYCDOE’s PETS system, but WAS NOT previously fingerprinted by the NYCDOE or NY State Education Department.**

1. After entry into PETS, you will receive a nomination email from PETSAdminSupport@schools.nyc.gov. Please note the email will say ***Congratulations! You have been “nominated for a position***.” You have not been hired by the NYC DOE; rather, the “position” refers to your student teaching placement or fieldwork requirement.

***Candidates, who receive a nomination and require fingerprinting, will need to register and be fingerprinted with IdentoGO. Please log in to Applicant Gateway to review your Fingerprint Instructions that will contain the Service Code required to register*.**

T***o schedule a fingerprinting appointment with IdentoGo, follow these steps:***

1. Log into the Applicant Gateway system using your email address and password.

2. Once you are logged in, you will be on the home screen.

3. Click on the "Status" link to view your forms. This will bring you to a Nomination Status screen.

4. Click on the "Application Forms" link under "Processing".

5. A screen will pop up with a display of all Applicant Gateway forms and their current statuses.

6. Click on the "Fingerprint Instructions Form" to access the steps and service code required to schedule your fingerprinting appointment with IdentoGO.

**Questions concerning fingerprints should be sent to the HRC Service Center by emailing**[**HRCServiceCenter@schools.nyc.gov**](mailto:HRCServiceCenter@schools.nyc.gov)