Midori & Friends
Fingerprinting: Required

Thank you for your cooperation in completing the fingerprinting process

The NYC Department of Education (DOE) tracks security clearances/fingerprinting of those working in the Public Schools through the DOE's online Personal Eligibility Tracking System (PETS). As a part of this process, Midori & Friends submits the names of artists being considered for teaching to the PETS online portal. **The respective artist is then notified by the DOE via email and asked by the DOE to take the following steps:**

1. Once you receive the email notification from the DOE (with PETS in the subject line), follow the prompts to enter the DOE's Applicant Gateway and follow the steps required. Please fill out any required forms

2. Click the "Activate Account/Forgot Password" button

3. When prompted, enter your email address and the last four digits of your social security number

4. Reset your password

5. Login and update your profile

6. Complete the online "moral" questionnaire and follow any other directions given by the DOE

7. If the Applicant Gateway indicates you need to be fingerprinted, please follow their directions to do so

8. After entering your information in the applicant portal, appointments are scheduled by contacting HRCServiceCenter@schools.nyc.gov

9. Please check your fingerprint status one week after appointment by logging into the Applicant Gateway. In some cases, there may be 1-2 forms to complete to activate your account.

We ask that the fingerprinting process be completed before the start of your residency. Once you have scheduled a fingerprinting appointment with the DOE, please update education@midoriandfriends.org with the date of your scheduled appointment.

Note: The NYC DOE Fingerprinting fee is $135. This fee will be reimbursed by Midori & Friends. Please submit your receipt directly to education@midoriandfriends.org.