

**OSPRA 104** (10/07)**Authorization to Forward Criminal History
Record Information from the City School District
of the City of New York to the New York State
Education Department***Type or Print All Information***Office of School Personnel Review and
Accountability**

NYS Education Department

ph: (518) 473-2998

www.highered.nysed.gov/tcert/ospraOSPRA@mail.nysed.gov

Instructions to Applicant: Please complete Sections 1, 2 and 3 and mail the form to the address in Section 4.

Please Note: This form is to be filed by individuals who have been previously fingerprinted (after July 1, 1990) for a license and/or employment by the New York City Board of Education (NYCBOE) and are authorizing the NYCBOE to forward their criminal history to the New York State Education Department for certification application and/or employment purposes.

SECTION 1*(Inaccurate or incomplete information will delay processing)*

Name: (Last)	(First)	(Middle)	Sex: (M/F)
Home Address: (Street, Apt. #)	Social Security Number		
City, State, Zip:	Telephone (Area Code and Number)		
E-mail Address:	Date of Birth (Month, Day, Year)		

SECTION 2

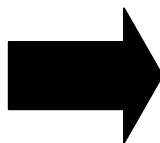
Please choose (✓) one of the following:

- ☐ I am leaving or have left the employ of the NYCBOE and am seeking clearance for certification and/or employment.
- ☐ I am remaining in the employ of the NYCBOE and I am seeking clearance for certification.
- ☐ I am remaining in the employ of the NYCBOE and I am seeking additional employment in a covered school other than the NYCBOE.

SECTION 3

- I hereby authorize the NYCBOE to forward the content of my criminal history record as secured from DCJS and the FBI to the New York State Education Department as a condition of my application for certification and/or clearance for employment. I further understand that the NYCBOE is authorized to forward subsequent criminal history notifications received from DCJS to the New York State Education Department.
- I understand that if my fingerprints have not been retained by DCJS, I will have to be fingerprinted again to meet the requirements of Chapter 180 of the Laws of 2000.
- I understand that if I am seeking clearance for employment, an OSPRA 102 will have to be filed by my prospective employer before a clearance will be issued.

Signature: _____ Date: _____

SECTION 4**MAIL TO:****Division of Human Resources**

HR Connect Walk-in Center

65 Court Street, Room 102

Brooklyn, New York 11201

Ph: (718) 935-4000 Fax: (718) 935-2726