

Institutional Review  
Board  
52 Chambers Street  
Room 310  
New York, NY 10007

## **FINGERPRINTING INSTRUCTIONS FOR RESEARCHERS**

The Department of Education's Office of Personnel Investigations has instituted new fingerprinting procedures for researchers entering New York City schools.

**Researchers who have not yet been fingerprinted by the NYC Department of Education** will need to submit the following information to the IRB before being fingerprinted: first and last name; social security number; date of birth; full mailing address; primary phone number; and email address. We will enter this information in the Personnel Eligibility Tracking System (PETS). You will receive an email from PETS within one business day providing you with a link to a website where you can access the fingerprinting application form and instructions and a Moral Questionnaire which you must complete. Follow the instructions and bring your materials to the fingerprinting bureau at 65 Court Street, Brooklyn. The cost will be \$130 (check or credit card, no cash). You will also need to bring a photo ID.

Please notify the IRB as soon as you have been fingerprinted. You should allow 5 business days between fingerprinting and entering schools. Assume that you have been cleared unless you hear otherwise.

**If you or other members of your research team already have fingerprints on file with the NYC DOE**, please forward us the social security number, current email address and full name of each researcher. The last name must be the same as the name used when fingerprinted. This information will be added to the IRB roster of PETS so that the IRB can verify your eligibility to enter schools. **Researchers with fingerprints on file with the NYC DOE do not have to be fingerprinted again but should complete and submit forms if requested.**

Please email all information to [IRBPets@schools.nyc.gov](mailto:IRBPets@schools.nyc.gov)

*If you have already been added to the IRB roster and have been cleared to enter schools, you do not have to submit information again.*

Thank you.