



**Department of  
Education**

Chancellor Richard A. Carranza

## REQUIRED PETS\* INFORMATION

\*Personnel (Volunteer) Eligibility Tracking System

*Information below must be submitted with application for prospective mentors*

**THE NEW YORK CITY DEPARTMENT OF EDUCATION  
OFFICE OF PERSONNEL INVESTIGATION  
65 Court Street, Rooms 102  
Brooklyn, New York 11201**

**Social Security No.**

PLEASE TYPE - ALL FIELDS REQUIRED         -   -

**Date of Birth:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Company/Mentoring Organization:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Primary Email:** \_\_\_\_\_ **Primary Phone:** \_\_\_\_\_

**Please email/fax to: Lori Mastromauro at least 5 business days prior to your fingerprinting session**  
**Email: [LMastro@schools.nyc.gov](mailto:LMastro@schools.nyc.gov) Fax: (718) 935-2964**

Thank you for providing the information above as a first step in the clearance process. Soon, you will receive an email from [PETSAdminSupport@schools.nyc.gov](mailto:PETSAdminSupport@schools.nyc.gov) with instructions on how to access the two forms necessary for fingerprinting: the background questionnaire and the fingerprint referral form via Application Gateway. You will need to print proof of online registration and bring it with you to your fingerprint session so you can be fingerprinted. Your Mentor Coordinator will provide you with step-by-step instructions on registering with PETS through Applicant Gateway.

**IMPORTANT NOTE:**

**Please be advised this information will be destroyed after use.**