

Credential Verification Service for New York State

The CGFNS International Credential Verification Service for New York State verifies the authenticity of foreign educational and licensure credentials. In order to perform this verification, the applicant must provide completed authorization forms to CGFNS International on which they write the name of the professional schools that they attended and authorization form with the name of the licensure authority where the applicant was initially licensed. CGFNS then contacts the professional school and licensure authority directly, sending them the authorization forms in order to request verification of the applicant's attendance and licensure. These verification forms must be mailed from the school and licensure authority **DIRECTLY** to CGFNS International.

Once the school and licensure authority have sent the verification forms to CGFNS International, CGFNS International prepares a report and sends it to the New York State Education Department. This is a report on the authenticity of the documents only. CGFNS International assumes no responsibility for, and has made no analysis or determination as to the comparability or sufficiency of the applicant's education or that the applicant has met licensure requirements. The applicant does not receive a copy of the report.

For Canadian applicants, CGFNS International allows at least 90 days to receive the verification forms from the school or licensing authority. For all other applicants, CGFNS International allows at least 180 days to receive the verification information. If CGFNS International does not receive the required documents on time, then CGFNS International sends a report to the New York State Education Department noting any deficiencies.

If you have applied for other CGFNS International services prior to applying for the Credential Verification Service for New York State, please note that prior transcript and licensure validation cannot be used for the Credential Verification Service for New York State. The New York State Education Department requires that transcript and licensure validation be verified directly by the CGFNS International Credential Verification Service for New York State business unit.

CGFNS International Must Receive:

1. The completed, signed and notarized **Credential Verification Service for New York State Application Form**
2. A bank check or international money order (drawn on a U.S. bank in U.S. funds) made payable to CGFNS International, or credit card payment (Visa, MasterCard or Discover), for the full Credential Verification Service for New York State application fee in U.S. dollars within 60 days of the application date. **DO NOT SEND CASH.**
3. Documentation of your secondary school (high school) education, or external exam certificate, with literal English translations, including a Certificate of Accuracy (if not in English)
4. The completed "**Authorization/Request for Academic Records**" form
5. The completed "**Authorization/Request for Validation of Registration/License**" form from each licensing agency where you have ever held a registration/license/certification as a professional in your field.

Note: CGFNS International is unable to accept any transcript or licensure documentation sent by email, fax or via the Internet. All official documentation must be in hard copy format with the appropriate seals and sent to CGFNS International by mail or courier.