

Fingerprinting FAQ's

How do New York State agencies capture fingerprints for civil purposes (i.e. employment, licensing, pistol permits, etc.)?

A: New York State agencies use one vendor for capturing fingerprints for civil purposes (i.e. employment, licensing, pistol permits, etc.). The name of the vendor is MorphoTrust and additional information can be obtained at: <https://www.identogo.com>

Where are the MorphoTrust (IdentoGo) locations in New York State?

A: A list of currently available locations can be found at <https://www.identogo.com>. Type New York or enter a zip code and then click "GO" to view the listing. There is also a sheet attached listing the 5 closest.

How do I schedule a fingerprinting appointment?

A: There are three ways to schedule an appointment.

Go to <https://www.identogo.com> and enter the code 14ZGR7

Got to <https://uenroll.identogo.com/workflows/14ZGR7>

Call MorphoTrust at: 877-472-6915 to schedule an appointment.

What is my "Service Code"?

A: 14ZGR7

What kind of identification must I provide to MorphoTrust at the time of fingerprinting?

A. You must bring **one** of the valid/unexpired identification documents from the list below to your enrollment appointment.

1. Driver's license issued by a U.S. state or by a Territory of the United States provided that such license contains a photograph and information including the name, date of birth, gender, height, eye color and address;
2. ID card issued by a federal, state, or local government agency or by a Territory of the United States provided that such ID card contains a photograph and information including the name, date of birth, gender, height, eye color and address
3. Commercial Driver's License issued by a State or outlying possession of the U.S.
4. Foreign Driver's License; (Mexico and Canada only)
5. Department of Defense Common Access Card; or

6. Employment Authorization Document that contains a photograph (Form I-766);
7. Foreign passport;
8. Military Dependent's Identification Card;
9. Permanent Resident Card or Alien Registration Receipt Card (Form I-551);
10. U.S. Coastguard Merchant Mariner Card;
11. U.S. Military Identification Card;
12. U.S. Passport;
13. U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
14. U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
15. Uniformed Services Identification Card (Form DD-1172-2);

What is the total fee for fingerprinting?

The fee breakdown is as follows:

DCJS Fee	\$75.00
FBI Fee	\$13.25
MorphoTrust Fee	\$13.50
Total	\$101.75

What method of payment can I use for my fingerprint application fee?

A: The only method of payment that can be accepted when scheduling an appointment online is a coupon or voucher code, from an employer/facility NCAC account. At the time of the fingerprinting session the applicant can use a credit card, NCAC account coupon or voucher code or check. Make checks payable to "MorphoTrust USA".

Is a photograph a requirement of the applicant fingerprinting process?

A: Yes. MorphoTrust takes a photograph at the time the fingerprints are scanned.

Will I get notified of my fingerprint status?

A: No written notifications are made. If you are seeking clearance for employment in a school district, charter school or BOCES, the covered school can view the status in TEACH. If you are seeking clearance for certification, the Office of Teaching Initiatives can view the status in TEACH.

Closest Fingerprinting Sites

IdentoGO
115 Fall St, Ste. 4
Seneca Falls, NY 13148-1493

Hours: Tue – Fri: 10:00 - 1:00 & 1:30 - 4:00

Located in the office of Child & Family Resources on Fall St. (routes 414 and 5 & 20) in downtown Seneca Falls. It is on the right immediately after the traffic light for Fall St.a

IdentoGO
12 E Garden St
Auburn, NY 13021-3602

Hours: Monday - Thursday: 08:00 AM - 12:00 PM & 01:00 PM - 03:30 PM

New Beginnings Home Care is located at 12-14 E Garden St. East Garden St is off of North St between Arterial W and Arterial E. This is a dead-end street on the same side as Little Caesars. The Enrollment Center is located on the left-hand side of the building.

IdentoGO
510 W Union St
Ste 1
Newark, NY 14513-1355

Hours: Monday - Friday: 09:30 AM - 01:00 PM & 02:00 PM - 04:30 PM

The enrollment center is located within the Child Care Council on West Union Ave between Edgett St and Finch St. The Council is located in the plaza with Wendy's and Family Dollar

IdentoGO
242 S Main St
Canandaigua, NY 14424-2115

Hours: Monday: 9:00 - 1:00 & 1:30 - 4:30 Wednesday: 11:30 - 4:00 Friday: 9:00 - 12:00

The Enrollment Center is in Train to Save. Train to Save is located in a small plaza next to Byrne Dairy on the south-bound side of Main St. Access is also possible from Antis St by entering the parking lot behind Byrne Dairy. Parking is available in the plaza and behind the store in the public parking lot.