

INK and ROLL CARD SCAN PROCESSING PROCEDURES

Applicants who reside in an area where no IdentoGO fingerprinting centers are available may use IdentoGO's Card Scan Processing Program. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

- Providers may request fingerprint cards from the NYS Justice Center by submitting a request to cbc@justicecenter.ny.gov. *Due to agency specific information, IdentoGO does not provide fingerprint cards to applicants.*
- Providers should make sure the fingerprint card is completely filled out. Required information includes: ORI number, full name, date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship and reason fingerprinted. The reason fingerprinted is: Local Service Applicant.
- The ORI number is pre-printed on the cards supplied by the Justice Center.
- Providers may ink and roll applicants as they have in the past or direct applicants to obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprint cards may be either traditional ink rolled fingerprints or electronically captured and printed fingerprint cards.
- Provider should review all completed fingerprint cards and Card Scan Information Forms for accuracy. Please include a telephone number or email address of the applicant on the Card Scan Information Form where the applicant can be reached if there is a question about the fingerprint card. **Failure to completely fill out the information on the fingerprint card or Card Scan Information Form will result in the card being returned which will delay the background check process.**
- Provider must mail the fully completed fingerprint card **AND** the Card Scan Information Form to the following address:

Morphotrust USA
Attention: Card Scan Department
3051 Hollis Drive
Suite 310
Springfield, IL 62704

Do NOT send completed fingerprint cards to OPWDD or the Justice Center's Criminal Background Check Unit. Cards received by OPWDD and the Justice Center will be returned to the Provider.

Providers wishing to verify that a fingerprint card has been processed may call 866-254-2366 and speak with a customer service representative.