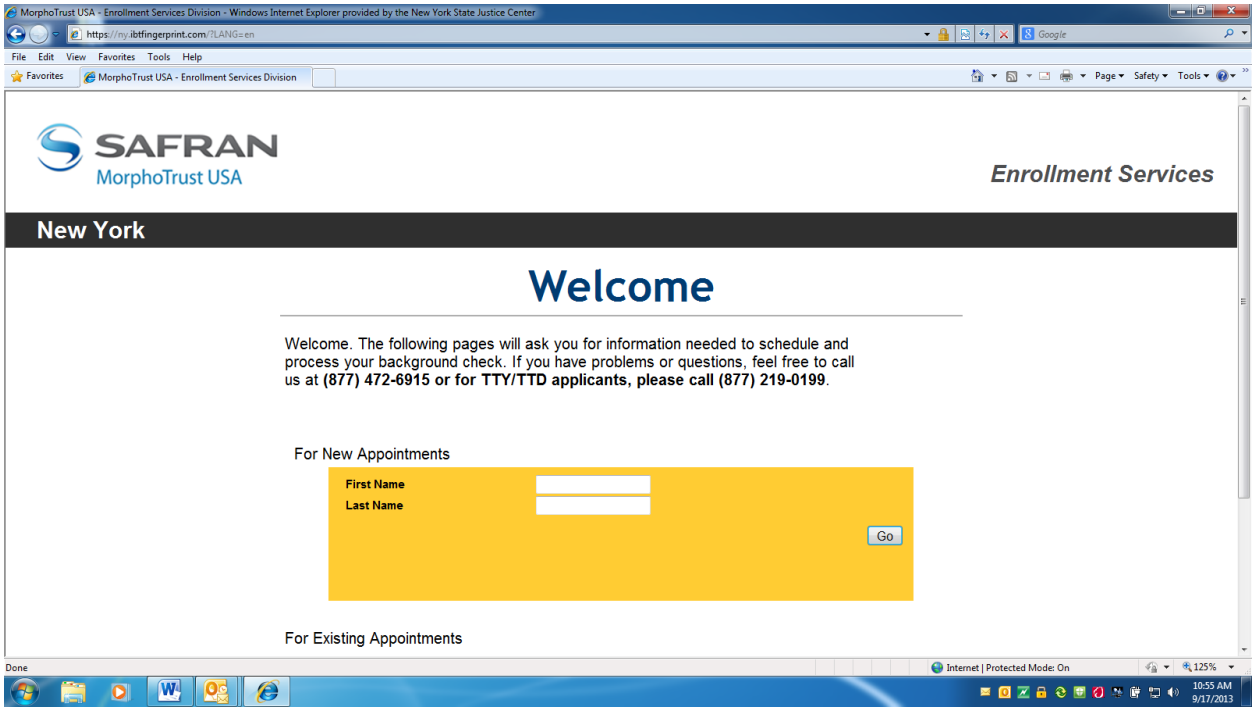
OCFS Providers
Instructions for Fingerprinting at a MorphoTrust Location

1) On the first registration screen, enter the Applicant's name:

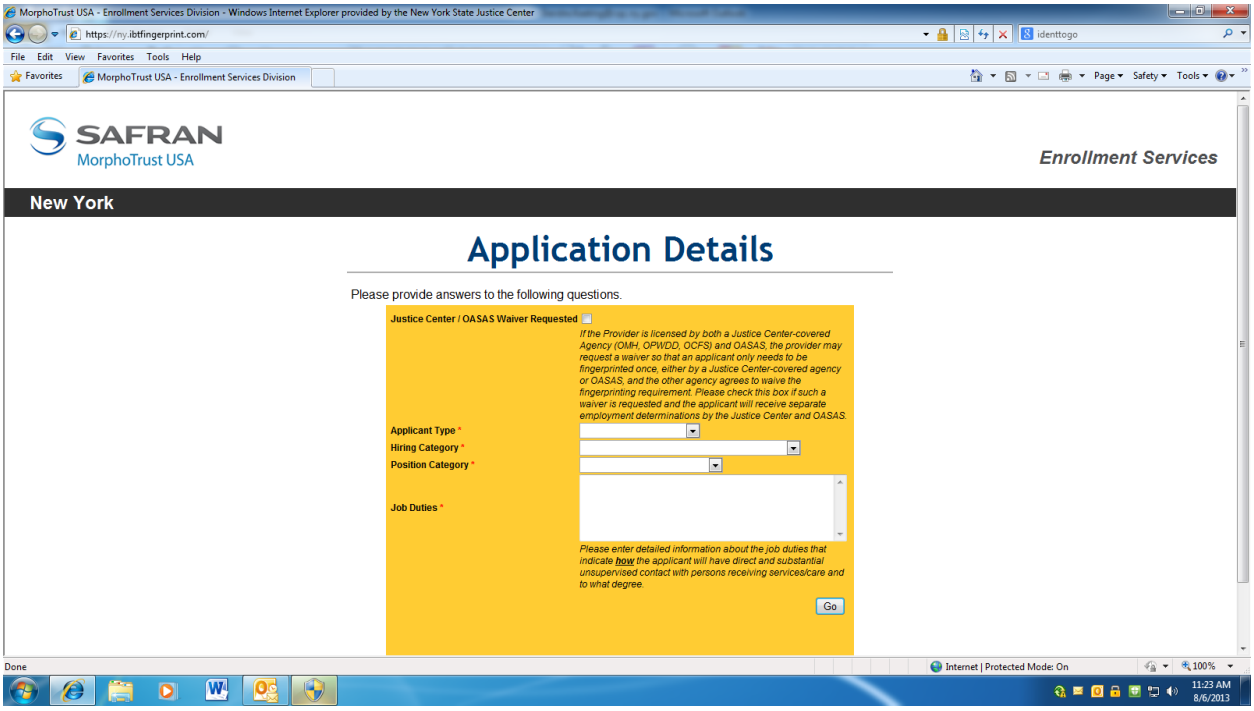


2) On the next screen enter NY922286Z as the ORI number – *to be used only by OCFS Providers.*

3) When scheduling an appointment online, after entering ORI number, you will be prompted for your Provider Id. Your provider name should appear and you will be asked if it is the correct provider.

4) The next screen contains Application Details. For OCFS providers:
   - from the Applicant Type drop down, please select Direct Service Provider (even if it is a volunteer);
   - from the Hiring Category, please select New Hire;
   - from the Position Category, please select Residential Care,
   - then type in a detailed description of what that applicant's job duties will be,
   - then select Go.

Do not select the Justice Center/OASAS waiver requested box.



5) Upon selecting Go, you will be taken to a screen for selecting the fingerprinting location. After selecting the location and time for appointment, an Applicant Information screen will appear where you will enter the applicant's demographic information.

6) Payment options include: personal or business check, government check, certified check, bank check, money order, credit card or MorphoTrust escrow account. Payment is made to "MorphoTrust USA". Should your office desire to enter into an account arrangement with MorphoTrust, information regarding escrow account arrangements may be found at www.identogo.com. Select "NY" and then click on "Forms and Links".

The current fingerprinting fee of $99.70 is comprised of the total fingerprint search fee(s) plus the MorphoTrust USA vendor fee. The total fee is paid to MorphoTrust USA.

The DCJS fingerprint search fee is $75.00

The FBI fingerprint search fee is $14.75.

The current MorphoTrust vendor fee is $9.95 as of June, 2014.

7) The applicant will go to the fingerprinting location and must bring 2 forms of identification, at least one of which must have a photo. If payment was not done on-line when the appointment was scheduled, payment should be brought to the fingerprinting location.

Column A – Valid Photo Identification	Column B – Valid Supplementary Identification
U.S. Passport (unexpired or expired)	Voter Registration Card
Permanent Resident Card	U.S. Military Card or Draft Record
Alien Registration Receipt Card	Military Dependent's ID Card
Unexpired Foreign Passport	Coast Guard Merchant Mariner Card
Driver's License or Photo ID Card (issued by U.S. State or Territory)	Native American Tribal Document
School or College ID Card (with photo)	Canadian Driver's License
Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B)	U.S. Social Security Card
Photo ID Card issued by Federal, State or Local Government	Certification of Birth Abroad (Issued by U.S. Department of State)
	U.S. Citizen ID Card (Form I-7)

8) At the fingerprinting location, the identification documents will be reviewed, fingerprints rolled and photo taken. Once the applicant has been fingerprinted, MorphoTrust immediately launches the fingerprint transaction and photo to the New York State Division of Criminal Justice Services (DCJS) for processing.

9) The applicant will be provided two receipts indicating the applicant's name, fingerprinting site location, date and time, fee paid and reason for fingerprinting. You may choose to request that the applicant provide one of those receipts to your agency and retain the other copy for their records.

10) Upon completion of the fingerprint search process, the DCJS response will be delivered electronically to the Justice Center. The Justice Center will review the search results and advise your agency of its determination.