

# **REVISED**

## **INK and ROLL CARD SCAN PROCESSING PROCEDURES**

Applicants who reside outside of New York State may use Identogo's Card Scan Processing Program. The section below details the procedures for submitting fingerprint cards to the Card Scan Processing Unit.

- Authorized Persons should pre-enroll for cardscan submission at UEnroll.identogo.com using the correct service code for your program.
- All processing fees will be collected during the pre-enrollment process. Payment must either be by pre-pay by credit card or NCAC coupon code.
- A pre-enrollment confirmation page will be provided once registration is complete.
- Print and have the applicant sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.
- Give the applicant a fingerprint card supplied by the Justice Center and direct applicant to obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services.
- Applicant should return a fingerprint card and a signed pre-enrollment confirmation page to the Authorized Person.
- Authorized Person should ensure that the information on the pre-enrollment confirmation page (height, weight, eye and hair color, etc.) **exactly** matches the information on the fingerprint card. If there is a discrepancy from fingerprint card info and pre-enrollment confirmation page, the card will be returned to the Applicant.
- Authorized Person should mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address below.
- Failure to completely fill out the information on the fingerprint card result in the card being returned which will delay the background check process.
- Provider must mail the fully completed fingerprint card **AND** the signed pre-enrollment confirmation page to the following address:

<p style="text-align: center;"><b>IDENTOGO</b> <b>CARDSCAN DEPARTMENT</b> <b>6840 CAROTHERS DRIVE STE 650</b> <b>FRANKLIN, TN 37067-9929</b></p>
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- If a fingerprint card is rejected, when submitting another please indicate Retake when enrolling again online.
- If you need fingerprint cards, submitting a request to [cbc@justicecenter.ny.gov](mailto:cbc@justicecenter.ny.gov). *Due to agency specific information, Identogo does not provide fingerprint cards to applicants.*

**Do NOT send completed fingerprint cards to the Justice Center's CBC Unit**

**All cards mailed directly to the CBC Unit by Provider will be returned.**