

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 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.
- The ORI number is pre-printed on the cards supplied by the Justice Center.
- Providers may 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 the 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 fully completed Card Scan Information Form to the following address:

Justice Center for the Protection of
People with Special Needs
CBC Unit
PO Box 97
Delmar, NY 12054

Do NOT send completed fingerprint cards to MorphoTrust.
MorphoTrust will only accept fingerprint cards for your ORI number from the Justice Center.
All cards mailed directly to MorphoTrust by Provider will be returned.

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