Here is what you will see if you click on the Office of Mental Health (OMH) Provider Unique link: https://uenroll.identogo.com/workflows/15479N

From this screen you can **Schedule a new Appointment**, **Check the Status** of your fingerprinting and if you get a Fingerprint Reject Notice, select **Manage an existing Appointment** to schedule a Retake appointment. **Remember – if you get a fingerprint reject notice – do NOT schedule a new appointment.**

Here is what you will see if you click on https://uenroll.identogo.com.

After entering your Service Code **15479N** and selecting Go, you will be taken to screen shot above where you can select Schedule or Manage Appointment to register an Applicant for fingerprinting.

After selecting Schedule or Manage Appointment, you will be able to enter your Provider ID, and the registration process becomes the same as existing process:
Don’t forget to do the Staff Exclusion List (SEL) check before registering an Applicant for fingerprinting.
Enter zip code or choose a region

Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

Enter a zip code to determine the closest fingerprinting location.

or

Please choose the region you will be in for your identification appointment.

CENTRAL NY

Click here for a map of
Northern New York

When you select Click to Schedule, a drop down of times will appear. Select time and click Next Step:

Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

Locations sorted by distance from Albany - New Scotland Ave
10 New Scotland Ave
Albany, NY 12206

Albany - SWetwood Rd Est
Northwest Tacting
21 Empire Rd Est
Albany, NY 12205

Schenectady - Wall St
HOSP District - Ambulance Station Plaza
133 Wall St Site 1
Schenectady, NY 12305

Locations sorted by distance from Albany - New Scotland Ave
10 New Scotland Ave
Albany, NY 12206

Albany - SWetwood Rd Est
Northwest Tacting
21 Empire Rd Est
Albany, NY 12205

Schenectady - Wall St
HOSP District - Ambulance Station Plaza
133 Wall St Site 1
Schenectady, NY 12305
Enter information for all the required fields and click Send Information:

Applicant Information

Instructions
Items marked with an * are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

Applicant Name

Applicant Alias or Maiden Name

Applicant Home Address

Methods of Contact

Preferred Contact Method

Preferred Contact Time

Applicant Demographic Data

Date of Birth (MM/DD/YYYY)

Age

Gender

Height

Weight

Race

Ethnicity

Skin Tone

Hair Color

Eye Color

Place of Birth

Citizen Country

Social Security Number

After You Have Entered All Required Information ----> Send Information

Your privacy is important to us. At this website, we attempt to protect your privacy to the maximum extent possible. The sensitive personal information requested on this secure site is required by the NY Department of Criminal Justice Services and the Federal Bureau of Investigation to process your criminal history background check. Contact information such as home phone and email address will be used only to notify customers when appointments must be rescheduled and will never be released to third parties.

June 2017
Information Verification

YOUR REGISTRATION IS NOT YET COMPLETE

Please review all of the following information. If any of this information is incorrect, please click the change button at the bottom of each section to make any needed changes to that section.

If All Information Appears Correct ---->  Next Step

Application Details (1)

<table>
<thead>
<tr>
<th>ORI Number</th>
<th>NY922160Z - NYS Office of Mental Health Bureau of Human Resour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fingerprint Reason</td>
<td>94 - Local Service Applicant</td>
</tr>
<tr>
<td>Provider ID</td>
<td>1003 Walnut Street/dba Sol Stone Center</td>
</tr>
<tr>
<td>Applicant Type</td>
<td>Direct Service Provider</td>
</tr>
<tr>
<td>Hiring Category</td>
<td>New Hire</td>
</tr>
<tr>
<td>Position Category</td>
<td>Other Support</td>
</tr>
</tbody>
</table>

To change any information in this section >>>>>  Change Application Details

Appointment Details

<table>
<thead>
<tr>
<th>Location</th>
<th>Albany - New Scotland Ave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>H&amp;R Block</td>
</tr>
<tr>
<td></td>
<td>10 New Scotland Ave</td>
</tr>
<tr>
<td></td>
<td>Albany, NY 12208</td>
</tr>
<tr>
<td></td>
<td>United States</td>
</tr>
<tr>
<td>Appointment Date</td>
<td>05/09/2017</td>
</tr>
<tr>
<td>Appointment Time</td>
<td>02:20 PM</td>
</tr>
</tbody>
</table>

To change any information in this section >>>>>  Change Appointment Details

Applicant Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Justice Center</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Place of Birth</th>
<th>New York</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizen Country</td>
<td>United States</td>
</tr>
</tbody>
</table>

To change any information in this section >>>>>  Change Applicant Details

If All Information Appears Correct ---->  Next Step

June 2017
Select the ID Type Applicant will bring to the appointment and select Go:

ID Types

The state of New York requires you to present one form of photo identification at your appointment. Please make a selection from the list of valid forms of identification below. Identification presented must be valid and not expired. After you have made your choice, please press the Go button.

Valid Photo Identification Allowed

- Driver’s License issued by a State or outlying possession of the U.S.
- Driver’s License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver’s License issued by a State or outlying possession of the U.S.
- Canadian Driver’s License
- Department of Defense Common Access Card
- Employment Authorization Document that contains a photograph
- Foreign Driver’s License (Mexico and Canada Only)
- Foreign passport
- Military Dependent’s Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-11722)

Please print Registration Complete and make sure Applicants bring Registration ID number with them to appointment.

Registration Complete

Register Another Applicant

Payment Details

Your payment has already been made using Billing Account, no onsite payment is required.

Reminders

Your photograph will be taken during the fingerprinting process. Please dress appropriately. The state of New York requires you to present one form of photo identification at your appointment. Identification presented must be valid and not expired. Please bring one of the following forms of photo identification with you on the day of your appointment.

June 2017