State of New York
Andrew Cuomo
Governor

Office of Mental Health
44 Holland Avenue
Albany, New York 12229
www.omh.ny.gov

Dear Colleague:

This communication is the first in a series of letters that will provide information and update on the upcoming transition from the existing OMH fingerprinting system to MorphoTrust USA.

Timeline

MorphoTrust will become operational for OMH providers of service and state operated facilities in mid-September 2014. The existing Livescan machines at state operated psychiatric centers will be shut down as of the close of business on Thursday, September 4, 2014. A brief black-out period will extend from Friday, September 5, 2014 through Thursday, September 18, 2014. The black-out period is necessary to ensure the successful transition of data through the Division of Criminal Justice Services and the FBI to the Justice Center.

Application process

Please note that the existing Staff Exclusion List (SEL) check process will continue as before. SEL checks must still be completed prior to having an applicant fingerprinted.

The provider and the applicant are still required to fill out the Applicant Consent Form for Fingerprinting for the Justice Center Criminal Background Check. The Applicant Consent Form must continue to be completed by the applicant and maintained by the provider/agency.

Providers will no longer register the applicants in the Justice Center Criminal Background Check System (CBC System). As of September 18, 2014, providers will register applicants on-line at www.identogo.com or by calling L-1 Enrollment Services at (877) 472-6915. The MorphoTrust appointment scheduling webpage has been specifically designed to meet the registration needs of OMH providers. Directions on how to register applicants will be sent to you in later communications.

The Justice Center is currently processing fingerprints through MorphoTrust for OPWDD and certain OCFS providers of service. The transition from the existing fingerprinting systems has gone smoothly and has been beneficial for providers of service. MorphoTrust offers more fingerprinting locations than are currently available to OMH providers. A list of available Identogo locations can be found at www.identogo.com. Select "New York" then "Locations" to view the listings for available locations and hours of operation. We encourage affected providers to view locations that will be available within their geographic location.

We also encourage affected providers and/or the many mental health trade associations within the state to post this information on their own websites. Please feel free to contact the Justice Center CBC Unit at cbc@justicecenter.ny.gov or 518 549-0361 with specific questions or concerns.

Sincerely,

Kevin Honikel
Assistant Director, Internal Affairs
New York State Office of Mental Health

Sincerely,

Deirdre Keating
Director, Criminal Background Check Unit
New York State Justice Center for
Protection of People with Special Needs