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 is a final communication to OMH Providers regarding the upcoming transition to MorphoTrust for submission of fingerprints. This letter, along with the letters sent to OMH Providers on July 23, 2014 and August 18, 2014 are available on the Pre-Employment Checks tab on the Justice Center's website (www.justicecenter.ny.gov), please select "OMH Providers Move to MorphoTrust" drop-down to view them.

To recap prior guidance,

- OMH Providers will not be able to submit fingerprints for potential applicants from Friday, September 5, 2014 until Thursday, September 18, 2014.

- On Thursday, September 18, 2014, OMH Providers will register applicants for fingerprinting either online at www.identogo.com or by calling 877 472-6915. Please do not try to register applicants with MorphoTrust prior to September 18, 2014.

- The guidance issued on August 18, 2014 contains step-by-step instructions on how to register an applicant online. The provider id (agency code) that is necessary for registering for fingerprinting will be posted on the "OMH Providers Move to MorphoTrust" drop-down prior to September 18.

- If an applicant's fingerprints are rejected, MorphoTrust will reach out to the applicant directly to advise that he or she needs to be re-fingerprinted. The Justice Center will reach out to the Provider to advise that a re-print is necessary.

- After the blackout period, submitting "ink and roll" fingerprint cards will still be an option. However, Providers must wait until September 16 to mail the fingerprint cards along with a properly completed Card Scan Information Form to the address below. Information on this procedure and the Card Scan Information Form will be available on the "OMH Providers Move to MorphoTrust" drop-down prior to September 18. Please do not mail fingerprint cards to OMH or the Justice Center, they will be returned to sender and delay processing time.

  MorphoTrust USA Card Scan Department
  3051 Hollis Drive, Suite 310,
  Springfield, IL 72704.

- MorphoTrust will bill OMH directly for the cost of the printing. Do not enter any information in the payment options field.

Additional Guidance

Pursuant to the terms of the contact with NYS, MorphoTrust must provide applicants for fingerprinting the ability to get an appointment to be fingerprinted within 7 days and a location within 20 miles or 30 travel minutes from an applicant within NYS.

Prior to the blackout period starting on September 4, 2014, OMH Providers are able to register an applicant for fingerprinting directly into the CBC system and the Applicant Consent Form for Fingerprinting is generated by the CBC system for the applicant to sign. When an OMH Provider registers an applicant for fingerprinting with MorphoTrust on or after September 18, 2014, the Provider will need to complete the Applicant Consent Form for Fingerprinting, have the applicant sign it, and keep the Form on file. This fillable form is available on the Forms tab of the Justice Center website and the following link:

- Applicant Consent Form for Fingerprinting for Justice Center Criminal Background Check (Fillable form – Revised 7/2014)

Thank you for your patience as we transition to a new method for fingerprint submission. The Justice Center CBC Unit will be available to answer questions directed to 518 549-0361 or cbc@justicecenter.ny.gov.

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 the Protection of People with Special Needs