

INK and ROLL CARD SCAN PROCESSING PROCEDURES

Applicants who reside outside of New York State may use IdentGo'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, IdentGo 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.**
- Please ensure that the information on the Card Scan Information form (height, weight, eye and hair color, etc.) **exactly** matches the information on the fingerprint card.
- 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

- If a fingerprint card is rejected, when submitting another please select the Re-take box on the Card Scan Information Form. To avoid having to submit another card in a reject scenario, it would be advisable to submit two fingerprint cards during the first mailing.

Do **NOT** send completed fingerprint cards to MorphoTrust.
MorphoTrust will only accept fingerprint cards for your ORI 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 an IdentGo customer service representative.