

STATE OF NEW YORK



RACING AND WAGERING BOARD  
Bureau of Licensing

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## **INSTRUCTIONS FOR FINGERPRINT SUBMISSION**

The New York State Division of Criminal Justice Services (DCJS) announced effective January 2010 only electronic fingerprint submissions will be accepted. The New York State Racing and Wagering Board's (the Board), Bureau of Licensing in collaboration with the DCJS is pleased to announce the implementation of electronic fingerprinting.

### **FINGERPRINT REQUIREMENTS FOR ALL APPLICANTS**

All first time applicants applying for an occupational license are required to submit **both** State and Federal fingerprints.

### **FINGERPRINT OPTIONS:**

In order to be permitted to participate as a licensee, first time applications MUST be accompanied by an L-1 fingerprinting receipt OR the appropriate fingerprint cards.

#### **1) Use of L-1 Enrollment Services for Electronic Submission (live scan is the preferred method)**

Applicants required to be fingerprinted for licensing by the Board should schedule an appointment with L-1 online at [www.L1enrollment.com](http://www.L1enrollment.com) or by calling (877) 472-6915.

When scheduling your appointment **YOU MUST:**

- 1) utilize the Racing and Wagering Board's ORI number: **NY921790Z AND**
- 2) complete the "NYS Request for Live Scan Services - Information Form" and **BRING** it with you to the fingerprint site with the appropriate identification. (This form can be found on [www.racing.state.ny.us](http://www.racing.state.ny.us))

Upon completion of the fingerprint process, applicants will receive two receipts. **One of these receipts must be submitted to the Board along with a completed application.** The second receipt should be maintained by the applicant for record purposes.

#### **2) Ink Rolled Submission (card scan)**

The Board will continue to accept hard copy rolled fingerprint cards. The Board will forward all cards received to L-1 Enrollment Services (L-1) for electronic imaging.

Applicants choosing hard copy rolled print submission must complete and submit two FBI (blue) fingerprint cards with their relevant application.

Submission of hard copy ink rolled fingerprint cards must be accompanied by two forms. (These forms can be found on [www.racing.state.ny.us](http://www.racing.state.ny.us)):

- 1) a "NYS Request for Card Scan Services - Information Form" AND
- 2) the "Board's Proof of Identification Form and Chart" containing the list of acceptable forms of identification. **IMPORTANT: Fingerprint cards submitted without this completed form will be returned to the applicant and an occupational license will not be issued.**

### **FINGERPRINT FEE**

A processing fee of \$105.75 will be charged for all applicants required to submit fingerprints.

### **PAYMENT METHOD FOR FINGERPRINTS**

#### **1) Payment for prints if choosing L-1 Enrollment Services (live scan)**

Payment for **live scan** fingerprint submission is made payable **DIRECTLY** to L-1 Enrollment Services. Payment options include personal or business check, certified check, bank check, money order, credit card, or cash.

#### **2) Payment for prints if choosing Ink Rolled Submission (card scan)**

Payment for **card scan** fingerprint submission must be **included with your application fee** and made payable to the "NYS Racing and Wagering Board". Payment options include check or money order drawn on the U.S. Government or a U.S. bank.