



**REQUEST FOR APPLICATIONS
TO DEVELOP AND OPERATE
A GAMING FACILITY IN NEW YORK STATE**

FINGERPRINT GUIDANCE FOR APPLICANTS

June 26, 2014

Individuals whom the Request For Applications identifies as being required to submit a Multi Jurisdictional Personal History Disclosure Form (MJP HDF) and New York Supplemental Form (NYS) are also required to submit fingerprints. Criminal fingerprint histories will be checked against records of both the N.Y.S. Division of Criminal Justice Services and the Federal Bureau of Investigation (FBI).

Fingerprint submission. Fingerprints may be submitted in two manners:

1. Electronic submission through a MorphoTrust USA (formerly known as L-1) fingerprint contractor.

Applicants who will be fingerprinted within the State of New York should schedule an appointment with MorphoTrust USA online at www.identogo.com or by calling (877) 472-6915.

An Applicant must complete the “NYS Request for Live Scan Services - Information Form” and bring it to the fingerprint contractor location with appropriate Accepted Forms of Identification.

This form, which contains the Accepted Forms of Identification, is attached.

2. Physical submission of fingerprint cards.

Applicants who are fingerprinted outside of the State of New York must complete and submit two (2) FBI fingerprint cards with their relevant MJP HDF and NYS. Applicants must use the standard FBI fingerprint cards, which are available from the Commission, and complete both a New York Gaming Commission Card Scan Services - Information Form and New York Gaming Commission Proof of Identification Form and Chart.

The Card Scan Services - Information Form is attached.

The Proof of Identification Form and Chart is attached and may also be found at:

<http://www.gaming.ny.gov/pdf/REVISED%20GAMING%20COMMISSION%20PROOF%20OF%20IDENTIFICATION%20CHECKLIST%201%202014.pdf>

For purposes of physical submission of fingerprint cards, the Applicant shall include copy or copies of the identification used with the Proof of Identification Form and Chart.

Applicants must ensure the appropriate Originating Agency Identification (ORI) number is reflected on each FBI fingerprint submitted. If an Applicant has an FBI fingerprint card with an incorrect ORI number, they may whiteout the incorrect ORI number and write in the appropriate number.

The appropriate ORI number is: NY922470Z

If an Applicant is located outside the United States, the Applicant should contact the nearest United States Embassy or consulate to schedule fingerprinting.

The completed fingerprint cards must be mailed, together with a Card Scan Services - Information Form and a Proof of Identification Form and Chart, to:

New York State Gaming Commission
Attn: Gail P. Thorpe, Supervisor of Contract Administration
Contracts Office
One Broadway Center
Schenectady, NY 12301-7500

ATTACHMENTS FOLLOW

N.Y.S. REQUEST FOR LIVE SCAN SERVICES – INFORMATION FORM

Instructions: Complete this form and visit www.L1enrollment.com or call toll free 877-472-6915 to schedule an appointment for fingerprinting. Appointments are required; walk-ins are not accepted. Bring this form and required forms of identification, listed below, to your fingerprinting appointment.

ORI: **NY922470Z** Contributor Agency: **New York State Gaming Commission**

License Type: Commercial Casino

Social Security Number:

Check one: New Submission
 Resubmission (if resubmission, list TCN Number here: _____)

Name of Applicant: _____
Last First Middle Initial

Alias / Maiden Name: _____

Street Address: _____

City, State, & Zip: _____
City State Zip Code

Date of Birth: _____ Sex: Male Female

Age: _____ Ethnicity: Hispanic Non-Hispanic

Race: _____ Unknown

Height: _____ Skin Tone: _____

Weight: _____ Eye Color: _____ Hair Color: _____

State / Country of Birth: _____ Country of Citizenship: _____

Accepted Forms of Identification: The Applicant *MUST* present two (2) forms of identification, at least one of which must have a photo (see Column A):

Column A - Valid Photo Identification:

- U.S. Passport (unexpired)
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card (issued by U.S. State or Territory)
- Unexpired Employment Authorization
- Photo ID Card issued by federal, state, or local govt.

Column B - Valid Supplementary Identification:

- U.S. Military card or draft record
- Coast Guard Merchant Mariner Card
- U.S. Social Security Card
- Original or certified copy of a Birth Certificate issued by authorized U.S. agency with official seal
- Certification of Birth Abroad [issued by U.S. Dept. of State with photo (Form I-766, I-688, I-688A or B)]
- U.S. Citizen ID Card (Form I-7)

Payment: If paying by credit card (MasterCard/Visa) payment (\$105.00) must be made when you schedule your fingerprinting appointment, either by telephone or on the web. If paying by personal or business check, certified check, bank check or money order you pay (\$105.00) when you are fingerprinted. The check is payable to **L-1 Solutions**.

NEW YORK GAMING COMMISSION CARD SCAN SERVICES - INFORMATION FORM

Instructions: Complete this form and submit it with two Federal Bureau of Investigation (blue) fingerprint cards and Proof of Identification from the list of acceptable forms of identification.

ORI: NY922470Z

Contributor Agency: New York State Gaming Commission

License Type:

Commercial Casino

Social Security Number:

Check one: New Submission

Resubmission (if resubmission, list TCN Number here: _____)

Name of Applicant:

Last

First

Middle Initial

Alias /

Maiden Name:

Street Address:

City, State, & Zip:

City

State

Zip Code

Date of Birth: _____

Sex: Male Female

Age: _____

Race: _____

Ethnicity: Hispanic Non-Hispanic

Unknown

Height: _____

Skin Tone: _____

Weight: _____

Eye Color: _____ Hair Color: _____

State /
Country of Birth: _____

Country of
Citizenship: _____

Accepted Forms of Identification: The Applicant *MUST* present two (2) forms of identification, at least one of which must have a photo (see Column A):

Column A - Valid Photo Identification:

- U.S. Passport (unexpired)
- Permanent Resident Card
- Alien Registration Receipt Card
- Unexpired Foreign Passport
- Driver's License or Photo ID Card (issued by U.S. State or Territory)
- Unexpired Employment Authorization
- Photo ID Card issued by federal, state, or local govt.

Column B - Valid Supplementary Identification:

- U.S. Military card or draft record
- Coast Guard Merchant Mariner Card
- U.S. Social Security Card
- Original or certified copy of a Birth Certificate issued by authorized U.S. agency with official seal
- Certification of Birth Abroad [issued by U.S. Dept. of State with photo (Form I-766, I-688, I-688A or B)]
- U.S. Citizen ID Card (Form I-7)

You must include a copy or copies of the identification used with the fingerprint cards

Payment: Payment of \$105.00 for Card Scan submission must be included with your fingerprint card and made payable directly to the L-1 Solutions. You may pay by personal or business check, certified check, bank or money order.

NEW YORK STATE GAMING COMMISSION

PROOF OF IDENTIFICATION CHECKLIST

Appropriate Boxes MUST be checked

<u>PRIMARY IDENTIFICATION</u> COLUMN A		<u>SECONDARY IDENTIFICATION</u> COLUMN B		<u>SUPPORT IDENTIFICATION</u> COLUMN C	
<input type="checkbox"/>	Original or certified copy of a birth certificate issued by the appropriate State Bureau of Vital Statistics or equivalent agency.	<input type="checkbox"/>	Current photo driver license or photo ID issued by any state in the United States, US territory, the District of Columbia, or Canadian Province.	<input type="checkbox"/>	School Records
<input type="checkbox"/>	United States Passport (unexpired or expired).		For applicants born before 1961, the following items would be acceptable in this category:	<input type="checkbox"/>	Insurance Policy (at least two years old)
<input type="checkbox"/>	Original or certified copy of United States Department of State Certification of Birth (issued to United States citizens born abroad).	<input type="checkbox"/>		A) original or certified copy of Form DD-214;	<input type="checkbox"/>
<input type="checkbox"/>	United States citizenship (naturalization) certificate with identifiable photograph.	<input type="checkbox"/>	B) original or certified copy of other state or federal governmental record that states name and date of birth (such as United States records or Social Security records)	<input type="checkbox"/>	Military Records
<input type="checkbox"/>	Current United States Immigration and Naturalization Service document with verified date and identifiable photograph.	<input type="checkbox"/>	Current United States military ID card for active duty, reserve or retired personnel with identifiable photograph.	<input type="checkbox"/>	Current Military dependent identification card
<input type="checkbox"/>	Unexpired foreign passport (with a United States Visa or unexpired employment authorization card);	<input type="checkbox"/>	Voter Registration Card	<input type="checkbox"/>	Original or certified copy of marriage license or divorce decree
		<input type="checkbox"/>	ID card used by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.	<input type="checkbox"/>	Social Security card
		<input type="checkbox"/>	School ID card with a photograph	<input type="checkbox"/>	Pilot's license
		<input type="checkbox"/>	Native American tribal document	<input type="checkbox"/>	Concealed handgun license
				<input type="checkbox"/>	Occupational License from another racing jurisdiction
				<input type="checkbox"/>	New driver license temporary receipt
				<input type="checkbox"/>	Expired driver license or identification certificate issued by another state, territory, District of Columbia, or Canadian province that is within two years of the expiration date.
				<input type="checkbox"/>	A consular document issued by a state or national government.

PLEASE CHOOSE ONE (Appropriate Boxes MUST be checked**)**

Option 1 = One from Column A

Option 2 = Two from Column B

Option 3 = One from Column B and Two from Column C

INSTRUCTIONS FOR COMPLETION OF NEW YORK STATE GAMING COMMISSION PROOF OF IDENTIFICATION

IMPORTANT: In order to assure that the fingerprint impressions on the fingerprint cards are those of the applicant, this form MUST be complete. Fingerprint cards submitted without this completed form will be returned to the applicant and an occupational license will not be issued.

Instructions:

- STEP 1** Provide proper documentation for review to individual taking applicant's fingerprints (according to chart on reverse side- choose one of the three options offered)
- STEP 2** Individual taking applicant's fingerprints MUST indicate (by checking boxes) which identification was presented
- STEP 3** Applicant AND individual taking fingerprints MUST sign AND date "Proof of Identification" form
- STEP 4** Mail "Proof of Identification" form, fingerprint card(s) and license application to the NYS Gaming Commission

Bottom Portion of this form **must** be complete:

This portion to be completed by Applicant:

I, _____, certify that the proof of identification indicated on the front side of this form
(PRINT NAME)
was presented to establish my identity.

Signature of Applicant

Date

This portion to be completed by Person Fingerprinting:

I, _____, certify that proof of identification as indicated on the front side of this form
(PRINT NAME)
was presented to me by the above named individual prior to taking applicant's fingerprint impressions.

Signature of Person Fingerprinting

Date

Agency/Title