Division of Charitable Gaming

Instructions for Submitting Fingerprints Cards

Fingerprints are required for each person completing Form 103.

FINGERPRINT OPTIONS:

OPTION #1: Electronic Fingerprinting MorphoTrust USA Network Users (Live Scan)

Applicants required to be fingerprinted should schedule an appointment with MorphoTrust online at www.identogo.com or by calling (877) 472-6915.

When scheduling your appointment **YOU MUST**:

- Utilize the Division of Charitable Gaming's ORI number: **NY921790Z**
- Complete the "***NYS Request for Live Scan Services - Information Form***" and **BRING** it with you to the fingerprint site with the appropriate identification.
- Payment - a processing fee of **$99.70** will be charged. Payment options include: personal or business check, government check, certified check, bank check, money order, or credit card. Payment is made to "MorphoTrust USA".

Upon completion of the fingerprint process, applicants will receive two receipts. **One of these receipts must be submitted to the Bureau of Licensing along with Form 103**. The second receipt should be maintained by the applicant for their records.

OPTION #2: Ink Rolled Submission (Card Scan)

Applicants required to be fingerprinted are to take two blue fingerprint cards to their local police department to be fingerprinted.

Along with the print cards, **YOU MUST** submit the following to the Bureau of Licensing:

- Complete the "***NYS Request for Card Scan Services – Information Form***" which can be downloaded from our website www.gaming.ny.gov.
- Complete and submit the Proof of Identification form which can be downloaded from our website.
- Payment - a processing fee of **$99.70** will be charged for each set of prints. Make your check payable to the NYS Gaming Commission.

For Principals Located In Canada

Applicants located in Canada must be fingerprinted in Canada and the United States. The Royal Canadian Mounted Police (RCMP) is the agency responsible for the Canadian fingerprint procedures.

Fingerprints must be taken on the RCMP's Form C-216C at a local police station or private accredited fingerprinting agency. Visit their website at www.rcmp-grc.gc.ca for more information

In addition to the print cards, **YOU MUST** submit the following to the Bureau of Licensing:

- Payment – the RCMP print fee is $25.00 for each set of prints. Make your check payable to the NYS Gaming Commission.