



# Gaming Commission

One Broadway Center, P.O. Box 7500, Schenectady, NY 12301-7500  
[www.gaming.ny.gov](http://www.gaming.ny.gov)

## Commercial Fingerprint Information

Fingerprinting must now be paid by pre-enrolling and pre-paying on the Identogo website, located at <http://uenroll.identogo.com>. See attached for Instructions on this process.

The Fee for fingerprinting is \$102.50 (Effective 5/1/2024)

Please use service code **1546QY** for all applicants submitting for an Enterprise Principle License, or Enterprise Technician/Applicant License. You may use the same service code when typing in Agency ID number.

If you would like to schedule a Live-Scan appointment: Please use the "Locate an Enrollment Center" option to find the closest participating Live Scan location to you. Please note that not all Identogo locations participate with New York. Some locations may not show up under our service code.

If you are unable to schedule a Live-Scan appointment, please submit fingerprints by mail following the directions below:

Please include (2) fully completed fingerprint cards and the Identogo pre-enrollment confirmation page with bar code you are provided. Please make sure the applicant signs the pre-enrollment page in INK and it is the original copy sent with the print cards.

You may submit these items directly to:

**IdentoGO**  
**Cardscan Department - NY Program**  
**340 Seven Springs Way, Suite 250**  
**Brentwood, TN 37027**

We also ask that you indicate to us when your fingerprints were taken, or submitted, so we can better track your results. If you have any questions or would like to check the status of your print submission, please visit the Identogo website at <http://uenroll.identogo.com> and select "Check the Status of your Service" option. You may also call Identogo at 1-855-845-7434.

As always, we are here to assist you if you have any additional questions.

Thank you,  
Vendor Licensing Staff  
NYS Gaming Commission

## **New York Non-Resident Cardscan**

### **Universal Enrollment Platform Processing Overview**

Cardscan processing is available for those applicants residing outside of New York or physically unable to visit an IdentoGo location. In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card.
2. Pre-enroll for cardscan submission at [Uenroll.identogo.com](http://Uenroll.identogo.com). All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency. For mailing address or further instructions, each applicant should contact their employer or agency contacts for those details.

**Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.**

## Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Visit <http://uenroll.identogo.com> and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the **GO** button.

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo with the tagline "By MorphoTrust USA". At the top right is a language selection dropdown menu set to "English". The main content area features a dark background with the text "Enter your Service Code to get started." and a white input field labeled "Enter Code" followed by a blue "GO" button. A red box highlights the input field and button. Below the input field, there is a link: "Don't know your Service Code? Contact your agency or click here." At the bottom of the main area, it says "IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs." Below this is a navigation bar with two main sections: "Check the Status of your Service" (with a checkmark icon) and "Manage an existing Appointment" (with a calendar icon). Below the navigation bar, there are three service cards: "State History Check" (with a folder icon), "Fingerprint Cards" (with a keyboard icon), and "Photo Services" (with a camera icon). At the bottom, there is a copyright notice: "© 2018 Copyright MorphoTrust USA. Privacy Policy".

If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled “Don’t know your Service Code? [Click Here](#)” to select from a list of agency names or use the agency ORI or contact your agency for assistance.

This is a close-up screenshot of the service code entry form. It shows the text "Enter your Service Code to get started." at the top. Below that is a white input field with the placeholder text "Enter Code" and a blue "GO" button. A red box highlights the text "Don't know your Service Code? Contact your agency or click here." located below the input field.

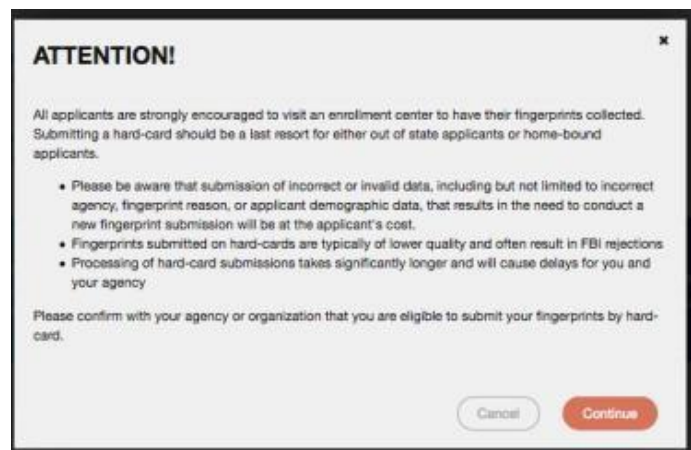
Please note: Not all agency ORI’s may be available with this look up tool.

**Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.**

- The next screen is where you are going to select that you would like to submit a fingerprint card for processing.



You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Continue' to proceed to the next page.



- The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.
- Pay for your service using an Authorization Code or Credit Card. If the Service is Auto-Billed to your Agency, payment will not be required.

Apply Authorization Code

Authorization Code

Pay With Credit Card

We Accept:


\* Name on Card  \* Credit Card Number

\* Month  \* Year  \* CSC/CVV

- Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final screen is shown below.

**IdentoGO**  
By MorphoTrust USA

**1 (of 4) - REVIEW INFORMATION :**

Date:	MM/DD/YYYY	 BARCODE SAMPLE UE ID SAMPLE
UE ID:	UE ID SAMPLE	
Applicant:	SAMPLE APPLICANT	
Service:	SERVICE CODE – SERVICE CODE NAME	

**2 (of 4) - SIGN AUTHORIZATION:**

I hereby affirm that the information contained in the pre-enrollment and completed fingerprint card are true and do not contain any false statements or omissions of any material information or facts.

X \_\_\_\_\_  
Signature Date

**3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION:**

Print Applicant Name (Last, First, Middle)	Applicant Date of Birth (MM/DD/YYYY)
Phone Number	Email or Phone 2

**4 (of 4) - MAIL DOCUMENTS:**

Please mail the following documents per your specific agency instructions:

- This printed and signed document.
- Completed fingerprint card

**NOTE:** If your agency requires a Social Security number, please be sure to write the number on the fingerprint card or your fingerprints will not be processed and the packet will be returned.

Contact your agency for mailing instructions.

**Applicants must obtain mailing addresses for the cardscan submission from their contributor agency.**