NEW YORK STATE | Gaming Commission

Class III/Tribal Fingerprint Information

Occupational & Enterprise/Vendor Employees

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 $107.50 (Effective 10/01/2026)

SERVICE CODE:

Please use service code **15482T** for all applicants submitting for an Enterprise Principle License, Enterprise Technician/Applicant License or Class III/Tribal Occupational 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.

For applicants residing outside of NY OR applicants physically unable to visit an IdentoGo Center in NY:

1. Please include (2) fully completed fingerprint cards;
2. The IdentoGO pre-enrollment confirmation page with bar code you are provided;
3. Please make sure the applicant signs the pre-enrollment page in INK. The original copy must be sent with the print cards;

Final Step: You must then submit these items directly to:

Prints, Inc.
IdentoGO NY Card Scan Operations
100 Salem Ct.
Tallahassee, FL 32301

We also ask that you indicate to us when your fingerprints were taken, or submitted, so we can better track your results. Please submit copies of receipts and/or confirmation pages to the NYS Gaming Commission with your license application. **Applications are considered incomplete until fingerprints are completed.**

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,
Bureau of Licensing
NYS Gaming Commission

Cardscan Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants **who cannot physically 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 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.

4. Please make sure the applicant **signs the pre-enrollment page in INK** and it is the original copy sent with the print cards.

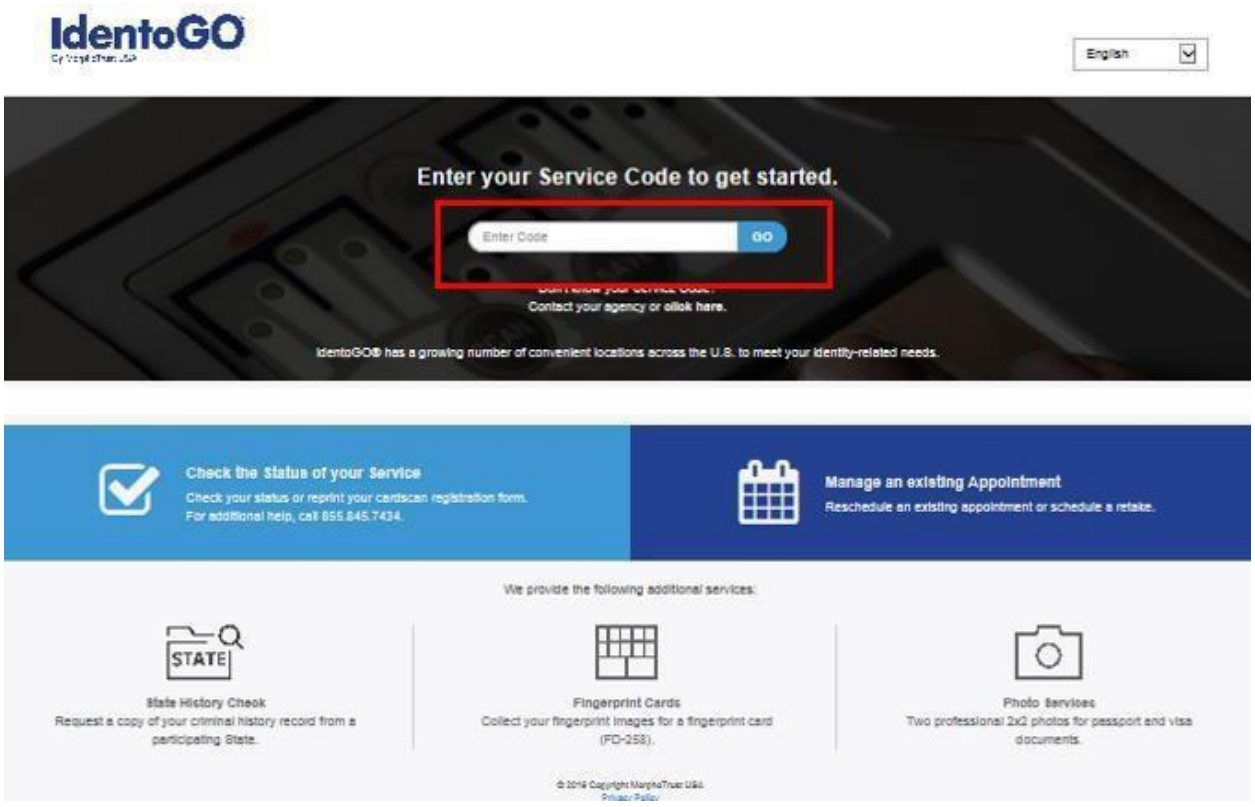
5. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address:

Prints, Inc.
IdentoGO NY Card Scan Operations
100 Salem Ct.
Tallahassee, FL 32301

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

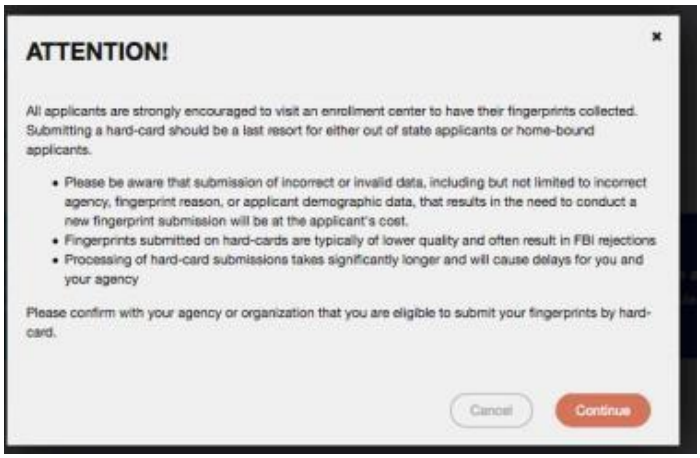
Instructions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Visit http://uenroll.identogo.com and enter your 6-character Service Code **[from the cover page of these instructions],** then click the **GO** button.



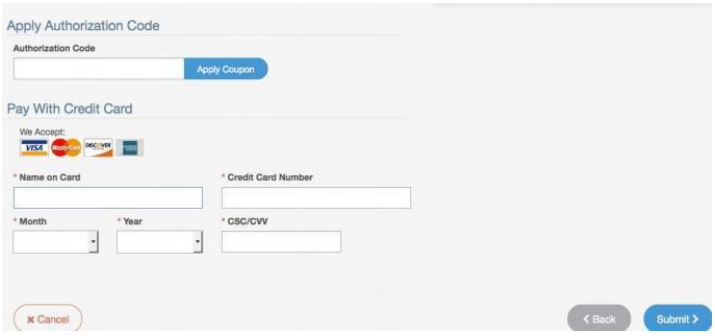
2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

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.



3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.

4. Pay for your service using a Credit Card.



5. Once you have submitted your payment, you will be directed to the final registration page.

You must complete sections 2 and 3 and submit this page along with your fingerprint card for processing. The original **INK signed version** (not a copy) must be submitted.

An example of the final screen is shown below.

IdentoGO

1 (of 4) - REVIEW INFORMATION :

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

BARCODE SAMPLE
UE ID SAMPLE

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:

1. This printed and signed document.
2. 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.