



## ***Instructions for Submitting Fingerprint Cards***

### ***Fingerprints are required for each person completing Form 103***

Applicants required to be fingerprinted must pre-enroll and pre-pay for fingerprinting on the Identogo website, located at <http://uenroll.identogo.com> or by calling (877) 472-6915.

- Applicants located within New York State should select “Schedule or Manage Appointment” to schedule a live-scan fingerprinting appointment at one of the locations listed.
- Applicants outside New York State should select “Submit a Fingerprint Card by Mail” to submit ink rolled cards.

Identogo charges a **\$102.00** processing fee to be paid by credit card during the pre-enrollment process.

Applicants must **print and sign** the **pre-enrollment confirmation** page with the barcode on the top.

#### **Electronic Fingerprint Option: Live-Scan option for applicants inside New York State**

Applicants located in New York State should schedule a live-scan fingerprinting appointment with Identogo during the pre-enrollment process. When prompted, please use:

**Service Code: 15482T**

**Applicants must bring the signed pre-enrollment confirmation page with the barcode on the top to the appointment.**

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.

#### **Ink Rolled Submissions: Applicants located outside New York State**

Obtain fingerprints on 2 FBI (FD-258) fingerprint cards (cards can be obtained from local law enforcement agency or the FBI website <https://www.fbi.gov>). Applicants must completely fill out the fingerprint cards. Be sure to provide the following:

- ORI (enter the Service Code 15482T)
- Reason Fingerprinted: Enter “Charitable Gaming Applicant”

Send the fingerprint cards with the **pre-enrollment confirmation page** to:

IdentoGO  
Attn: Card Scan Department – NY Program  
340 Seven Springs Way, Suite 250  
Brentwood, TN 37027

There is not a receipt for ink rolled submissions. Applicants should submit a copy of the pre-enrollment confirmation page to the Bureau of Licensing with the Form 103.

### **For Principals Located in Canada**

Applicants located in Canada must be fingerprinted in Canada and in the United States. For United States prints, please follow the fingerprint options on page 1. For Canadian prints, the Royal Canadian Mounted Police (RCMP) is the agency responsible for the Canadian fingerprint procedures.

In addition to the print cards, **YOU MUST** submit payment to the Bureau of Licensing. The Canadian print fee is \$85.00 for each set of prints. Please make your check payable to the NYS Gaming Commission.