

Fingerprint Screening Instructions

Fingerprints are used to perform a criminal history background check with the New York State Division of Criminal Justice Services (DCJS) and the FBI. Change, Correction, or Updating Procedures for obtaining a change, correction, or updating of an FBI criminal record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

Do you need to be fingerprinted?

You **must** have your fingerprints scanned at an L1 Enrollment Services (aka MorphoTrust USA) location in NYS if:

- You are a **new** applicant
- You do not meet any of the exclusions below

You **do not** need to be fingerprinted at this time if:

- You are **renewing** a license or certificate and have ATF clearance as a “Responsible Person” or “Employee Possessor.” You must include a copy of the ATF “Notice of Clearance” or the “Letter of Clearance” with your renewal application.
- You have an **active** Dealer Manufacture or Own & Possess explosives license and you are applying for or renewing a blaster or pyrotechnician certificate

Scheduling an appointment:

- Use the website www.L1enrollment.com or call toll free 1-877-472-6915 to schedule an appointment and to find a New York State location near you
- Provide the following identification number when you schedule: **ORI #NY921260Z**

Fees:

- The total fee includes a fingerprinting fee of \$91.50 plus a vendor fee of approximately \$11.00 to \$12.00 (All prices are subject to change. Check with the vendor for the current charge.)
- You may pay the fee to L1 Enrollment Services either when you schedule online or at the time of the service

Identification:

- Take two forms of ID to your appointment (One of the ID’s must include a photo.)

Follow up:

- You will be given a receipt after the fingerprint scan (Keep it for tracking purposes.)
- The service will transmit your prints to the New York State Division of Criminal Justice Services (DCJS) and the FBI for processing
- DCJS will send the results to the License & Certification Unit at the NYS Department of Labor, using the ORI number listed above