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NEW YORK STATE | Department of Labor

Division of Labor Standards
Permit and Certificate Unit
Building 12, Room 185B
State Office Campus
Albany, NY 12240
(518) 457-1942

Fingerprint Screening Instructions for New Applicants for Farm Labor Contractor Registration Certificates

You must have your fingerprints scanned at a Morpho Trust USA location in New York State. You must schedule an appointment in advance.

1. To schedule an appointment:

   Use the web site https://uenroll.identogo.com/ or call toll free (877) 472-6915 to schedule an appointment and to find a New York State location near you.

   Provide the following service code when you schedule: **15459X.**

2. Fees:

   The total cost is $87.00. This is for a fingerprinting fee of $75.00 plus a vendor fee of $12.00. Check with the Morpho Trust USA for the current charges since the fees may change.

   You may pay either when you schedule online or at the time of the service.

3. Identification (ID):

   Take **two** forms of ID to your appointment. One of the IDs must include a photo.

4. Follow up:
   You will be given two receipts after the fingerprint scan:

   - Keep one receipt for tracking.
   - Send the second copy of the receipt with your application.

   The service will transmit your prints to the New York State Division of Criminal Justice Services (DCJS) for processing. The DCJS will use the service code above to send the results to the Permit & Certificate Unit at the New York State Department of Labor.