

New York Fingerprinting Instructions **(New York Residents Only)**

1. Schedule an appointment for fingerprinting online through **IdentoGO** by **MorphoTrust USA**. Print out the confirmation page and bring it to the appointment. The applicant will select the most convenient location to get fingerprinted as part of making their appointment. A list of available locations can be found on the website. Select “NY” and then click on “Locations” to view the listing.
 - www.identogo.com
2. You will need to know the ORI number for the RI Insurance Department and your fingerprint reason.
 - ORI # - RI015BR5Y
 - Fingerprint Reason- Insurance Adjuster OR Insurance Appraiser
 - *Disregard “Agency ID number”
3. Payment options include: personal or business check, government check, certified check, bank check, money order, or credit card. (**Note: credit cards are not accepted on-site at the fingerprinting location; a credit card may only be used at the time of scheduling the fingerprinting appointment**)
 - The DCJS fingerprint search is \$75.00
 - The L-1 vendor fee is \$12.25
 - **TOTAL FEE PER APPLICANT \$87.25**
4. Applicants will go to the fingerprinting location and bring 2 forms of identification, at least one of which must have a photo. When scheduling the appointment you will be given the options of what forms of identification are considered acceptable. Such options include driver’s license, U.S. passport, Social Security Card, etc. If you did not already pay on-line when you scheduled the appointment, you will also need to bring your payment to the fingerprinting appointment. Applicants will be provided two receipts indicating your name, fingerprinting site location, date and time, fee paid and reason for fingerprinting.