



## FINGERPRINTING PROCESS/PROCEDURE

The New York State Division of Criminal Justice Services (DCJS) has a contractual agreement with MorphoTrust USA to provide electronic fingerprint processing services on a statewide basis for all individuals requiring a criminal background check.

**New York State Department of Financial Services applicants with an address in New York State are required to be electronically fingerprinted by MorphoTrust USA.** Contact MorphoTrust USA at 877-472-6915 or [www.identogo.com](http://www.identogo.com) for electronic fingerprinting.

Card scanned fingerprints will not be accepted from any applicant with any address in New York. Any application bearing an address in New York State submitted with card scanned fingerprint cards will be rejected. Applications must be submitted with proof of being electronically fingerprinted through Identogo by MorphoTrust USA.

Applicants who do not have any address in New York State and are unable to go to a MorphoTrust USA Electronic Fingerprinting location in New York **MUST PRE-ENROLL WITH MORPHOTRUST** at <https://uenroll.identogo.com/> A signed copy of the pre-enrollment confirmation page **MUST** be attached to the New York fingerprint cards and sent to this Department with the application packet and licensing fee.

Only the fingerprint cards furnished to the applicant by the New York State Department of Financial Services can be used; out of state fingerprint cards are not acceptable and will be returned. Applications received without the pre-enrollment confirmation page will be rejected.

Note - Fingerprinting is required for all adjuster, bail bond/charitable bail\*, and life settlement provider\*/intermediary\*/ broker\* licenses.

Fingerprinting is required for any person wishing to be an officer/director\* of an insurance company.

\*FBI fingerprints are also required

Fingerprint Fee for Adjusters	\$ 87.00
Fingerprint Fee for Bail Bond Agents/Charitable Bail Organization	\$ 99.00
Fingerprint Fee for Life Settlement Providers, Life Settlement Intermediaries, and Life Settlement Brokers	\$ 99.00

See following page for additional information

## Fingerprinting Services - Information Form

**ELECTRONIC - Instructions for applicant:** visit [www.Identogo.com](http://www.Identogo.com) or call 877-472-6915 to schedule an appointment for fingerprinting. You will be required to provide all the information on this form and bring the required forms of identification to your fingerprinting appointment.

**CARD SCANNED - Applicants who do not have any address in New York State and are unable to go to a MorphoTrust USA Electronic Fingerprinting location in New York (for list of locations go to [www.Identogo.com](http://www.Identogo.com)) MUST pre-enroll with MORPHOTRUST at [UEnroll.identogo.com](http://UEnroll.identogo.com) Print and sign the completed pre-enrollment confirmation page, which includes a barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint cards to this Department with the application packet and licensing fee.**

ORI: NY921270Z

Contributor Agency: NEW YORK STATE DEPT. OF FINANCIAL SERVICES  
One Commerce Plaza, Albany, NY 12257

Job or License Type: Choose one from below:

SERVICE CODE

1544H9	Employee Applicant
1544S3	Public/Independent Adjuster
1544RN	Professional Bondsman/Charitable Bail Organization
1544JT	Life Settlement Broker
1544K7	Life Settlement Intermediary
1544NR	Life Settlement Provider
1544Q5	Princ, Exec, Dir Ins Co (provide name of insurance company)

---

**\*\*IMPORTANT\*\***

**If you do not have a Social Security Number, you must contact the NYS Dept. of Financial Services at 518-474-6630 or [licensing@dfs.ny.gov](mailto:licensing@dfs.ny.gov)**

Following information will be needed by MORTPHOTRUST:

New Submission OR Resubmission

Name of Applicant /Alias / Maiden Name(s)

Street Address/City/State/Zip/State & Country of Birth/Country of Citizenship/Social Security Number

Date of Birth/Age/Sex/Race/Ethnicity/Height/Weight/Skin Tone/Eye Color/Hair Color

**ELECTRONIC FINGERPRINT Accepted Forms of Identification Section:**

**NOTE: Applicant *MUST* present two (2) forms of ID, at least one of which must have a photo (see Column A):**

**Column A – Valid Photo Identification:**

U.S. Passport (unexpired or expired)  
Permanent Resident Card  
Alien Registration Receipt Card  
Unexpired Foreign Passport  
Driver's License or Photo ID Card  
(issued by U.S. State or Territory)  
School or College ID Card (with photo)  
Unexpired Employment Authorization  
with photo (Form I-766, I-688, I688A or B)  
Photo ID Card issued by federal, state, or local govt.

**Column B – Valid Supplementary Identification:**

Voter registration card  
U.S. Military card or draft card  
Military dependent's ID card  
Coast Guard Merchant Mariner Card  
Native American Tribal Document  
Canadian Driver's License  
U.S. Social Security Card  
Original or certified copy of a Birth Certificate issued  
by authorized U.S. agency with official seal  
Certification of Birth Abroad (issued by U.S. Department  
of State)  
U.S. Citizen Id Card (Form I-197)