

INSTRUCTIONS for FINGERPRINTING at an L-1 ENROLLMENT SERVICES LIVE SCAN LOCATION

- 1) All new hires must undergo both the DCJS and FBI fingerprint process. Under no circumstances will the fingerprint process be waived.
- 2) Direct the new hire to **schedule an appointment** for fingerprinting by going to the www.L1enrollment.com website or calling the L-1 toll free call center at (877) 472-6915. Appointment scheduling via the website is available 24 hours/7days a week. Appointment scheduling via the call center is available 9am-9pm Monday through Saturday. (If the appointment is scheduled through the L-1 website, it is recommended that the confirmation page is printed and brought to the fingerprint appointment.)
- 3) The new hire can choose the most convenient L-1 location. A list of available locations can be found at www.L1enrollment.com. Select "NY" and then click on "Locations" to view the listing.
- 4) When scheduling an appointment by phone or via the L-1 website:
 - a. The new hire must provide the **"Fingerprint Reason" as "Criminal Justice Employee."** **DO NOT** use "Court Employee - Crim Justice".
 - b. The new hire must also provide **ORI Number - NY030001J** which is assigned exclusively to the court system for "L-1" vendor use. (The correct ORI number must be provided to the vendor when scheduling an appointment.)
- 5) **Payment options include;** personal check, government check, certified check, bank check, money order, or credit card. Payment is made to "L-1 Enrollment Services." (Note: credit cards are not accepted on-site at fingerprinting locations; a credit card may only be used at the time of scheduling a fingerprinting appointment over the phone or via the website).

The fingerprinting fee is comprised of DCJS search fees plus the L-1 vendor fee. The **total fee** is made to L-1 Enrollment Services in the Amount of **\$86.75**.

The DCJS fingerprint search fee remains at \$75.00. (The FBI fingerprint search fee continues to be waived for criminal justice employment.)

The L-1 vendor fee is \$11.75 as of January 1, 2010.

(The vendor fee relates to the software, equipment and staffing costs in connection with the services they are providing to capture and transmit the electronic fingerprint submission. The fee is assessed twice per year and can change on January 1st and July 1st. The highest level the vendor fee can be set is \$11.75 – as more input comes through the L-1 network, this fee may decrease.)

*** PLEASE BE SURE TO PROVIDE YOUR SOCIAL SECURITY NUMBER TO THE L1 FINGERPRINT TECHNICIAN WHEN YOU ARE BEING FINGERPRINTED SO THAT IT CAN BE RECORDED IN THE SYSTEM. ***

- 6) At the fingerprint service location, the new hire will be asked to produce **2 forms of identification**, at least one of which must have a photo. (When scheduling an appointment by phone or via the website, new hires will be given a list of all acceptable forms of identification [which include Drivers License, US Passport and Social Security Card].)
- 7) At the service location, identification documents will be reviewed, fingerprints rolled and photo taken. Once the new hire has been fingerprinted, L-1 immediately launches the fingerprint transaction and photo to DCJS for processing.
- 8) The new hire will receive two receipts which contain his/her name, fingerprinting location site, date and time, fees paid, and reason for fingerprinting. The new hire must be directed to provide one of the receipts to the local administrative office and retain the other copy for his/her records.
- 9) Upon completion of the fingerprint search process, DCJS and FBI responses will be delivered electronically (emailed) to the OCA Personnel Office via an "eJustice" (civil) inbox. Typically, electronic fingerprint responses are delivered within a 24-72 hour timeframe. **Any "hits" (criminal history information) are provided to the Inspector General's office for review and investigation.**
- 10) Should either DCJS or the FBI **reject a transaction** due to image quality reasons, L-1 will contact the new hire and advise that an appointment for **reprinting** must be scheduled. There is no additional cost for reprinting. A small percentage of the population (3-5%) sometimes experience difficulty with providing an adequate set of prints due to the quality of their skin/fingerprint ridges. In the event a new hire is rejected multiple times by DCJS and/or the FBI, please contact Alexandra Quinteros(212-428-2179) or Paul B. Dillett(212-428-5550) from the Personnel Office for assistance. In certain circumstances, name searches in conjunction with fingerprint analysis can be conducted to verify an applicant's identification and determine if there are any criminal history records.