

**INSTRUCTIONS FOR NEW HIRES OUTSIDE NEW YORK CITY
FOR FINGERPRINTING SERVICES**

1. All new hires and applicants must undergo fingerprint screening. Fingerprints are submitted electronically to the New York State Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigations (FBI). Under no circumstances will the fingerprint process be waived.
2. Please instruct the new hire to schedule an appointment at a fingerprint service center by visiting the IdentoGO website at <https://uenroll.identogo.com>. It is required that new hires be fingerprinted.
3. When scheduling an appointment the following information must be provided:
 - a. Enter Service Code **154767** to get started.
 - b. Enter all required personal information
 - c. Agency ID Field - enter your agency code (see below)

05017 - Court of Appeals	05587 - 5 th , 7 th , 8 th Judicial Districts
05097 - Court of Claims	05597 - 9 th Judicial District
05137 - Appellate Division, 3 rd Department	05517 - 10 th JD - Nassau
05147 - Appellate Division, 4 th Department	05527 - 10 th JD - Suffolk
05537 - 3 rd , 4 th , 6 th Judicial Districts	05987 - Supreme Court Judges' Personal Staff Only (Secretary, Law Clerk)

4. At the fingerprint service location, the new hire will be asked to produce **two forms of identification**, at least one of which must have a photo. (i.e., Driver's License, US Passport).
5. The fingerprint fee is **\$87.00** (includes DCJS and vendor fee). Payment options include personal check, government check, certified check, bank check, money order, or credit card.
6. The New hires must provide a receipt to their local administrative office showing the fingerprints were completed.
7. All DCJS and FBI fingerprint response reports are delivered electronically to the Office of Court Administration, Division of Human Resources. Any criminal history information is provided to the Inspector General's Office for review and investigation.