INK AND ROLL CARD SCAN PROCESSING PROCEDURES

Applicants who reside outside of New York State may use IdentoGo's Card Scan Processing Program. The section below details the procedures for submitting fingerprint cards to the Card Scan Processing Unit – New York Program.

● Authorized Persons should pre-enroll for cardscan submission at UEnroll.identogo.com using the correct service code for your program.

● A Pre-enrollment confirmation page will be provided once registration is complete.

● Print and have the applicant sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.

● Give the applicant a fingerprint card and direct applicant to obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services.

● Applicant should return the fingerprint card to the Authorized Person of the prospective Employer.

● Authorized Persons should ensure that the information on the pre-enrollment confirmation page (height, weight, eye and hair color, etc.) **exactly** matches the information on the fingerprint card. If there is a discrepancy from fingerprint card info and pre-enrollment page, the card will be returned to the Applicant without being processed.

● Authorized Persons should mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address below.

● Failure to completely fill out the information on the fingerprint card will result in the card being returned which will delay the background check process.

● Provider must mail the fully completed fingerprint card **AND** the pre-enrollment confirmation page signed by the Applicant to the following address:

IdentoGO
Cardscan Department - _NY Program_
340 Seven Springs Way, Suite 250
Brentwood, TN 37027

● If a fingerprint card submission is rejected, when submitting another please indicate "Retake" when enrolling again online.

● If you need fingerprint cards, you must submit a request for blue FD-258 FBI fingerprint cards by going to the FBI's website.

> Go to:
> www.fbi.gov
> - click on Criminal Justice information Services;
> - click on Biometrics;
> - scroll down and click on Ordering Fingerprint Cards and Training Aids;
> - click on link for 1-178 Supply requisition Form to order the FD-258 fingerprint cards; you can choose to have the appropriate ORI pre-printed on the cards.

Do **NOT** send completed fingerprint card submissions to the Justice Center's CBC Unit
All cards mailed directly to the CBC Unit will be returned

Providers wishing to verify that a fingerprint card has been processed may call 866-254-2366 and speak with an IdentoGo customer service representative