

Todd E. Waldin
Chief of Police



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Telephone: (518) 233-2143 – Fax (518) 233.7407

To: Pistol Permit Applicants

From: Chief Todd Waldin

Date: 2020 - 2021

Subject: Fingerprinting

- 1) Fingerprinting must be completed within thirty (30) days of submitting your application. Fingerprints that are completed more than thirty (30) days before your application is submitted, will result in your application being denied.
- 2) The applicant needs to schedule an appointment for fingerprinting by going to the www.identogo.com website or by calling their Morpho Trust USA toll free call center at (877)-472-6915. Appointment scheduling via the website is available 24/7/365. Appointment scheduling via the call center is available 9am – 9pm Monday through Saturday.

Applicants are to use the service code 151BY8 on the Identigo website.

If the applicant schedules their appointment through the identogo website, it is recommended that you print out the confirmation page and bring it with you to the appointment.

- 3) 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 at www.identogo.com. Select "NY" then click "Locations" to view the listing.
- 4) Payment options include: personal or business check, government check, certified check, bank check, money order, or credit card. Payment is made to "Morpho Trust USA".

The fingerprinting fee will be comprised of the total fingerprint search fee(s) plus the Morpho Trust USA.

The DCJS fingerprint search fee remains at \$75.00

The FBI fingerprint search fee is \$19.25

The Morpho Trust USA vendor fee will be \$10.75 (as of January 1, 2020)

- 5) The applicant will go to the fingerprinting location and bring two (2) forms of identification, at least one of which must have a photo. When scheduling the appointment, you will be notified of the acceptable forms of identification. Such options include driver license, US passport, Social Security Card, etc.... If they did not already pay on-line when they scheduled their appointment, they will also need to bring their payment to the fingerprinting appointment.

- 6) At the fingerprinting location, the identification documents will be reviewed, fingerprints rolled and photo taken. Once the applicant has been fingerprinted, Morpho Trust USA immediately launches the fingerprint transaction and photo to DCJS for processing.

The applicant will be provided two receipts indicating the applicant's name, fingerprinting site location, date, and time, fee paid and reason for printing.

Once an applicant has completed the requirements set forth in the pistol permit packet and completed the fingerprinting requirement, contact the Criminal Investigations Bureau directly by phone (518) 233-2146 to make an appointment to drop off your application.