

ELECTRONIC FINGERPRINTING INSTRUCTIONS

All applicants are required to be fingerprinted electronically.

Persons required to be fingerprinted:

- All individual applicants
- All partners in a Partnership and Limited Liability Partnership (LLP)
- Corporations and Limited Liability Companies (LLC), see instructions in the application.

NOTE: Persons CURRENTLY licensed by the NYS Liquor Authority do not have to be fingerprinted.

After the successful submission of an application the applicant will receive a dated receipt instructing each person requiring fingerprints to contact Identogo by MorphoTrust USA by going online to www.identogo.com or by calling (877) 472-6915. The applicant must wait 48 hours after the date on the receipt to schedule an appointment for fingerprinting and the appointment must be scheduled within two (2) weeks from the receipt date.

If the fingerprints are not taken within three (3) weeks from the date on the receipt the application may be disapproved.

- The fee for electronic fingerprints is **\$99.00** and will be paid directly to MorphoTrust USA.
- If you are an ***out of state resident*** complete the Request for Fingerprinting Services - Out of State Residents form and follow all instructions.
- If you are an ***applicant residing in New York State*** complete the Request for NYS Fingerprinting Services Information Form and follow all instructions.
- These forms are available on our website at:
<http://www.sla.ny.gov/forms-quick-find#retail>