

Instructions for Fingerprinting at a MorphoTrust USA Live Scan Location

- 1) You may schedule an appointment for fingerprinting by going to the www.identogo.com website or calling their MorphoTrust 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.
- 2) The ORI number assigned to the Supreme Court is NY922340Z. The appointment scheduling process requires the applicant to provide the correct ORI number.
- 3) The correct 'Fingerprint Reason' that should be selected when making your appointment is for a guardianship matter.
- 4) If you made the appointment through the MorphoTrust website, we recommend that you print out the confirmation page and bring it with you to the appointment.
- 5) You may select the most convenient location to get fingerprinted as part of making the appointment. A list of available locations can be found at www.identogo.com. Select "NY" and then click on "Locations" to view the listing.
- 6) Payment options include: personal or business check, government check, certified check, bank check, money order, credit card or MorphoTrust escrow account. Payment is made to "MorphoTrust USA". Should your office desire to enter into an account arrangement with MorphoTrust, information regarding escrow account arrangements may be found at www.identogo.com. Select "NY" and then click on "Forms and Links".

The fingerprinting fee will be comprised of the total fingerprint search fee(s) plus the MorphoTrust USA vendor fee. The total fee is made to MorphoTrust USA.

The FBI fingerprint search fee is \$14.75. This applies to Guardianship prints.

The MorphoTrust vendor fee is \$9.95 as of January 1, 2014.

The MorphoTrust 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 Jan 1st and July 1st. The fee rate may increase or decrease depending on the prior six month level of input. The highest level it can be set is \$11.75 and lowest level is \$9.95

- 7) When you go to the fingerprinting location bring 2 forms of identification, at least one of which must have a photo. When you schedule the appointment, you will be given the options of what forms of identification are considered acceptable. Such options include driver's license, US Passport, Social Security Card. etc.

If you did not already pay on-line when you scheduled your appointment you will also need to bring your payment to the fingerprinting appointment.

- 8) You will be provided two receipts indicating name, fingerprinting site location, date and time, fee paid and reason for fingerprinting.