



Office of Cannabis Management

Adult-Use and Medical Cannabis Fingerprint Information

Fingerprinting must be initiated by pre-enrolling and pre-paying on the Identogo website, located at <http://uenroll.identogo.com>. See attached for Instructions on this process.

The Fee for fingerprinting is \$101.75

Please use service code **158BHS** for all applicants submitting fingerprints as a TPI of an Adult-Use Cannabis or Medical Cannabis License.

When prompted to enter an Agency ID number you must enter the first 7 letters of your application number (OCMRETL, OCMMICR, OCMCULT, OCMPROC etc.) and then the last 4 digits of your application number.

If you would like to schedule a Live-Scan appointment: Please use the “Locate an Enrollment Center” option to find the closest participating Live Scan location to you. Please note that not all Identogo locations participate with New York. Some locations may not show up under our ORI code.

If you are unable to schedule a Live-Scan appointment, please submit fingerprints by mail following the directions below:

Please include (2) fully completed fingerprint cards and the Identogo pre-enrollment confirmation page with bar code you are provided. Please make sure the applicant signs the pre-enrollment page in INK and it is the original copy sent with the print cards.

You may submit these items directly to:

IdentoGO

Cardscan Department - NY Program
340 Seven Springs Way, Suite 250
Brentwood, TN 37027

If you have any questions or would like to check the status of your print submission, please visit the Identogo website at <http://uenroll.identogo.com> and select “Check the Status of your Service” option. You may also call Identogo at 1-855-845-7434.

As always, we are here to assist you if you have any additional questions.

Thank you,

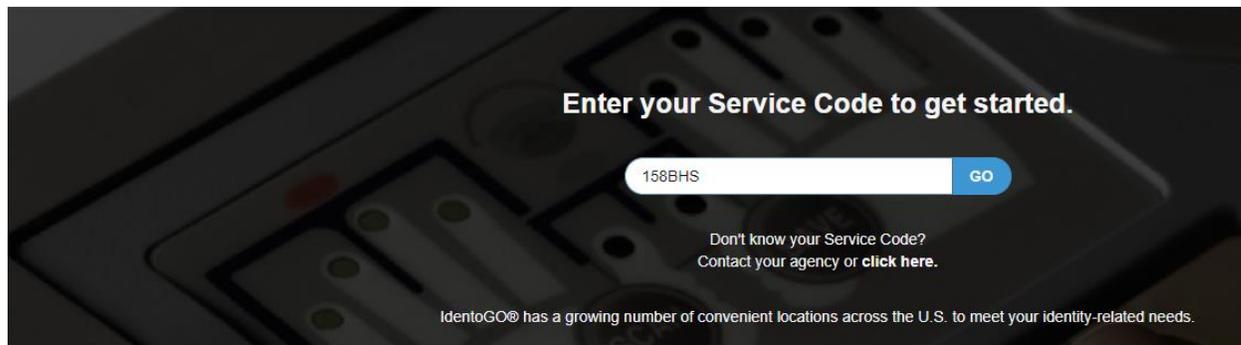
OCM Licensing Staff

Office of Cannabis Management

Instructions For Fingerprinting in New York State (Live Scan Appointment Only)

Directions to make an In Person Live-Scan Appointment

1. Visit <https://uenroll.identogo.com/> and enter 158BHS as your Service Code and click GO



2. Click Schedule or Manage Appointment (this option will show closest locations to address upon schedule appointment)



3. Fill in personal information for person to be fingerprinted.



158BHS - New York NYS Office of Cannabis Management-Control Substance License

Essential Info Additional Info Personal Questions Personal Info

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact UE ID / Date of Birth Agency ID / Date of Birth

Notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name	* Middle Name (or NMN if no middle name)
* Last Name	Suffix
	-- Choose One --

Date of Birth

* Date of Birth	* Confirm Date of Birth
//___	_/_/___

*** Method of Contact (at least one method is required)**

Email	Confirm Email
Country Code	Phone 1
United States	() _-_-
Country Code	Phone 2
United States	() _-_-
* Preferred Method of Contact	
Email	

✕ CancelNext >

2017 © Identogo®. All rights reserved.

4. Enter an Agency Identifier # to help us associate your fingerprints to your application. Please enter the first 7 letters of your Application number and the last 4 digits of your application number, as shown below. (Example: OCMRETLXXXX)

158BHS - New York NYS Office of Cannabis Management-Control Substance License

Essential Info

Additional Info

Personal Questions

Personal Info

Address

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Agency Identifiers

* Agency ID

CAURD220XXX

✖ Cancel

◀ Back

Next ▶

5. Complete the next few pages with your personal information.

158BHS - New York NYS Office of Cannabis Management-Control Substance License

Essential Info

Additional Info

Personal Questions

Personal Info

Address

Documents

* Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used a maiden/previous name?

Yes No

* Have you ever used an alias?

Yes No

* Is your mailing address the same as your residential address?

Yes No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

Yes No

✖ Cancel

◀ Back

Next ▶

2017 © Identogo®. All rights reserved
Privacy Policy

158BHS - New York NYS Office of Cannabis Management-Control Substance License

Essential Info

Additional Info

Personal Questions

Personal Info

Address

Documents

Location

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (')) are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

US Metric

* Height

|

ft

|

in

* Weight

|

lbs

* Hair Color

-- Choose One --

* Eye Color

-- Choose One --

* Preferred Language (Receipts & other communication)

English

* Gender

-- Choose One --

* Race

-- Choose One --

* Ethnicity

-- Choose One --

✖ Cancel

◀ Back

Next ▶

2017 © Identogo®. All rights reserved
Privacy Policy

158BHS - New York NYS Office of Cannabis Management-Control Substance License

Personal Info > Additional Info > Personal Questions > Personal Info > **Address** > Documents > Location > D

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country
United States

* Address Line 1

Address Line 2

* City

* State/Province
-- Choose One --

* Postal Code

Residential Address

* Country
United States

* Address Line 1

Address Line 2

6. Choose the identification document you will bring to the appointment.

158BHS - New York NYS Office of Cannabis Management-Control Substance License

Personal Info > Personal Questions > Personal Info > Address > **Documents** > Location > Date and Time

* Required Fields

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document
-- Choose One --

- Choose One --
- Driver's License issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Canadian Driver's License (Non-Commercial)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- DMV Non-Driver Identification Card
- Department of Defense Common Access Card
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Employment Authorization Card/Document (I-766) with Photo
- Enhanced Commercial Driver's License
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Federal ID Card with a seal or logo from a Federal agency
- Foreign Passport
- Merchant Mariner Document (MMD)
- Mexican Commercial Driver's License (CDL)
- Mexican Driver's License (Non-Commercial)
- Military Dependent's Card
- Military ID Card
- Military ID Card (retired)
- NYC Identification Card

158BHS - New York NYS Office of Cannabis Management-Control Substance License

Personal Questions > Personal Info > Address > **Documents** > Location > Date and Time

* Required Fields

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document

Driver's License issued by a State or outlying possession of the U.S.

* Does the name you are enrolling under match the name on all documents selected?

Yes No

Bring the following Required Identity Documents to your enrollment:

1. Driver's License issued by a State or outlying possession of the U.S.

2017 © IdentoGO®. All rights reserved
[Privacy Policy](#)

7. Choose the location where you would like to get fingerprinted. You may search by your zip code to find the closest location with available appointments.

158BHS - New York NYS Office of Cannabis Management-Control Substance License

Personal Questions > Personal Info > Address > Documents > **Location** > Date and Time

* Required Fields

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

All Locations will be closed Thanksgiving Weekend, Sat, 25 Nov 2022, unless otherwise indicated

- All Locations will be closed Day After Thanksgiving, Fri, 25 Nov 2022, unless otherwise indicated
- All Locations will be closed Thanksgiving, Thu, 24 Nov 2022, unless otherwise indicated

2017 © IdentoGO®. All rights reserved
[Privacy Policy](#)

8. Select the date and time you would like for your appointment and follow the prompts to complete enrollment. You should receive and email notification confirming your appointment.

If you have any questions or would like to check the status of your submission or appointment, please contact the IdentoGO customer service center at [IdentoGO](#)



Check the Status of your Service

Check your status or reprint your cardscan registration form.
For additional help, [contact customer service](#).



Manage an existing Appointment

Reschedule an existing appointment or schedule a retake.

Instructions for Out of State Fingerprinting (sent by mail)

New York Non-Resident Cardscan

Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of New York or physically unable to visit an IdentoGo location. In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card.
2. Pre-enroll for cardscan submission at UEnroll.identogo.com. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency. For mailing address or further instructions, each applicant should contact their employer or agency contacts for those details.

Please review the following pages for more detailed instructions regarding the **Directions for Pre-enrollment and Payment – Required for Out of State Fingerprint Cards**



1. Visit <http://uenroll.identogo.com> and enter your 6-character Service Code (158BHS) assigned to the agency you plan to submit prints for, then click the **GO** button.

- The next screen is where you are going to select that you would like to submit a fingerprint card for processing. Please choose Submit a Fingerprint Card by Mail if you are not in New York State.

Schedule or Manage Appointment
Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Continue' to proceed to the next page.

ATTENTION!

All applicants are strongly encouraged to visit an enrollment center to have their fingerprints collected. Submitting a hard-card should be a last resort for either out of state applicants or home-bound applicants.

- Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency, fingerprint reason, or applicant demographic data, that results in the need to conduct a new fingerprint submission will be at the applicant's cost.
- Fingerprints submitted on hard-cards are typically of lower quality and often result in FBI rejections
- Processing of hard-card submissions takes significantly longer and will cause delays for you and your agency

Please confirm with your agency or organization that you are eligible to submit your fingerprints by hard-card.

Cancel Continue

- The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.
- Pay for your service using an Authorization Code or Credit Card.

Apply Authorization Code

Authorization Code [Apply Coupon](#)

Pay With Credit Card

We Accept:

* Name on Card * Credit Card Number

* Month * Year * CSC/CVV

Cancel < Back Submit >

5. Once you have submitted your payment, you will be directed to the final registration page. You will need to print, complete, and sign in blue ink sections 2 and 3 and submit this page in the mailed letter along with your fingerprint card for processing. Please make sure the highlighted fields below are completed on

IdentoGO
By MorphoTrust USA

1 (of 4) - REVIEW INFORMATION :

Date:	MM/DD/YYYY	 BARCODE SAMPLE UE ID SAMPLE
UE ID:	UE ID SAMPLE	
Applicant:	SAMPLE APPLICANT	
Service:	SERVICE CODE – SERVICE CODE NAME	

2 (of 4) - SIGN AUTHORIZATION:

I hereby affirm that the information contained in the pre-enrollment and completed fingerprint card are true and do not contain any false statements or omissions of any material information or facts.

X _____
Signature Date

3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION:

Print Applicant Name (Last, First, Middle)	Applicant Date of Birth (MM/DD/YYYY)
Phone Number	Email or Phone 2

4 (of 4) - MAIL DOCUMENTS:

Please mail the following documents per your specific agency instructions:

1. This printed and signed document.
2. Completed fingerprint card

NOTE: If your agency requires a Social Security number, please be sure to write the number on the fingerprint card or your fingerprints will not be processed and the packet will be returned.

Contact your agency for mailing instructions.

your fingerprint card.

APPLICANT		TYPE OR PRINT ALL INFORMATION IN BLACK		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED		LAST NAME <i>NAM</i> FIRST NAME <i>WEDDE NAME</i>		LEAVE BLANK	
RESIDENCE OF PERSON FINGERPRINTED		ALIASES <i>AKA</i>		DATE OF BIRTH <i>DOB</i>	
DATE		CITIZENSHIP <i>CLE</i>		MONTH <i>DOB</i> DAY <i>DOB</i> YEAR <i>DOB</i>	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		FOUR NO. <i>QCA</i>		LEAVE BLANK	
EMPLOYER AND ADDRESS		TR NO. <i>EB</i>		LEAVE BLANK	
REASON FINGERPRINTED NY CAURD License		ARMED FORCES NO. <i>MNU</i>		LEAVE BLANK	
		SOCIAL SECURITY NO. <i>SOC</i>		LEAVE BLANK	
		MISCELLANEOUS NO. <i>MNU</i>		LEAVE BLANK	
1. R. THUMB		2. R. INDEX		3. R. MIDDLE	
4. R. RING		5. R. LITTLE		LEAVE BLANK	
6. L. THUMB		7. L. INDEX		8. L. MIDDLE	
9. L. RING		10. L. LITTLE		LEAVE BLANK	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L. THUMB		R. THUMB	
				RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

Agency Identifier #
CAURD220XXX (last
three digits of your
application)

**Out of State applicants should mail completed fingerprinting packet to:
IdentoGO**

**Cardscan Department - NY Program
340 Seven Springs Way, **Suite 250**
Brentwood, TN 37027**