**Procedures for Candidates Fingerprinting**

**Morphotrust USA Enrollment Services (formerly L1 Enrollment Services)**

As part of the background check, the next step in the hiring process is for you to provide The University with fingerprints. To do so, please follow the instructions here:

1. You are required to pre-register prior to going to fingerprint location by:
   a) Calling 1-877-472-6915 to speak with a Customer Service Representative (CSR) so they can capture demographic data. All credit card payments ($87.00) must be made onsite at the time of the fingerprinting session.
   or
   b) Visit MorphoTrust USA website at www.identogo.com and submit your demographic data. All credit card payments must be made onsite at the time of the fingerprinting session. ($87.00)

2. At the time of registration, you will need to provide the following information:

   **CUNY Service Code #:** 156J7Y

   **Name of College you are applying to:** Hunter College

   **College ID Code you are applying to:** 70030

3. At the fingerprint location, you are required to take this notice and two forms of identification. Please note: a photo ID is **required** before any applicant can be fingerprinted (acceptable forms of photo ID are either state or federally issued, i.e. Drivers License, State ID, Passport, Alien Registration Card, Unexpired Foreign Passport, School or College ID, Unexpired Employment Authorization with photo, or Photo ID Card issued by Federal, State, or Local Gov’t). Along with a Social Security Card, Voter Registration Card, US Military Card or Draft Record, Military Dependents ID, Coast Guard Merchant Mariner ID, Native America Tribal Document, Canadian Drivers License, Permanent Resident Card, US Passport (expired or unexpired), Alien Registration Receipt Card, Unexpired Foreign Passport, Photo ID Card issues by Federal, State or Local Gov’t, Original or Certified Copy of Birth Certificate, Certificate of Birth Abroad (issued by US), or a U.S Citizen ID Card.

4. Once you have been fingerprinted, the fingerprint technician will transmit the fingerprint records electronically to the Division of Criminal Justice Services. The fingerprint technician also issues a receipt for the fingerprinting service to you. The Division of Criminal Justice Services processes the background check for the state of New York. When the background check is completed, the results are returned directly to The City University of New York.
5. Payment for fingerprinting services is required at the time of the fingerprinting session. MorphoTrust USA accepts personal check, money order, business check, credit card, e-check, and escrow account transactions.

**Final Note**: Fees for fingerprint services vary depending on the type of background check required. The fees assessed by MorphoTrust USA include the fingerprint rolling charges and any fingerprint processing charges levied by the Department of State. MorphoTrust USA collects the fee for each applicant and makes the appropriate payments to the Division of Criminal Justice Services on behalf of the applicants.

Appointments are required at all locations - please proceed to the appointment registration page and set up an appointment time for your fingerprinting or call toll-free 877-472-6915

Location listing is accurate as of Friday, February 07, 2014 locations are subject to change without notice.

<table>
<thead>
<tr>
<th>NEW YORK METRO</th>
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<tbody>
<tr>
<td><strong>Bronx - E 149Th St</strong></td>
<td>Bronx, NY. (349 E 149th St, Ste 605) [Map (opens new browser)]</td>
<td>Mon, Tue, Thu &amp; Fri 9:00 - 5:00; Wed 9:00 - 6:00; E/O Sat 10:00 - 2:00</td>
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<tr>
<td><strong>Bronx - E 149th St - 2nd System</strong></td>
<td>Bronx, NY. (349 E 149th St, Ste 605) [Map (opens new browser)]</td>
<td>Mon - Thu 9:00 - 2:30 &amp; 4:00</td>
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<tr>
<td><strong>Bronx - Third Ave - 2nd System</strong></td>
<td>Bronx, NY. (2804a Third Ave) [Map (opens new browser)]</td>
<td>Mon, Tue, Thu &amp; Fri 9:00 - 5:00; Wed 9:00 - 7:00; Sat 9:00 - 2:00</td>
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<tr>
<td><strong>Bronx - Third Ave - Between 147th &amp; 148th St</strong></td>
<td>Bronx, NY. (2804a Third Ave) [Map (opens new browser)]</td>
<td>Mon, Tue, Thu &amp; Fri 9:00 - 5:00; Wed 9:00 - 7:00; Sat 9:00 - 2:00</td>
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<tr>
<td><strong>Brooklyn</strong></td>
<td>Brooklyn, NY. (2174 Fulton St) [Map (opens new browser)]</td>
<td>Mon - Thu 9:00 - 5:00; Fri 9:00 - 7:00; E/O Sat 9:00 - 3:00</td>
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<tr>
<td><strong>Brooklyn - Flatbush</strong></td>
<td>Brooklyn, NY. (1772 Flatbush Ave - Between Ave's J &amp; K) [Map (opens new browser)]</td>
<td>Mon - Fri 9:00 - 12:00 &amp; 12:30 - 9:00; Sat 10:00 - 12:00 &amp; 12:30 - 6:00</td>
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<tr>
<td><strong>Brooklyn - Flatbush - 2nd System</strong></td>
<td>Brooklyn, NY. (1772 Flatbush Ave Between Ave's J &amp; K) [Map (opens new browser)]</td>
<td>Mon - Fri 10:00 - 3:30 &amp; 4:00 - 7:00</td>
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<tr>
<td><strong>Glendale</strong></td>
<td>Glendale, NY. (79-63 Myrtle Ave) [Map (opens new browser)]</td>
<td>Mon, Tue &amp; Thu &amp; Fri: 9:00 - 12:00 &amp; 1:00 - 5:00; Wed 9:00 - 12:00 &amp; 1:00 - 7:00; Sat 10:00 - 2:00</td>
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<tr>
<td><strong>New York - Broadway</strong></td>
<td>New York, NY. (1412 Broadway, 17th Fl) [Map (opens new browser)]</td>
<td>Mon - Fri 9:25 - 1:00 &amp; 2:00 - 4:45</td>
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<tr>
<td><strong>New York - W 35th St</strong></td>
<td>New York, NY. (247 W 35th St, Ste 201) [Map (opens new browser)]</td>
<td>Mon - Fri 9:00 - 1:30 &amp; 2:30 - 5:20; Sat 10:00 - 4:00</td>
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<tr>
<td><strong>New York - W 35th St - 2nd System</strong></td>
<td>New York, NY. (247 W 35th St, Ste 201) [Map (opens new browser)]</td>
<td>Mon - Fri 9:00 - 1:30 &amp; 2:30 - 5:20; Sat 10-4</td>
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<tr>
<td><strong>New York - W 35th St - 3rd System</strong></td>
<td>New York, NY. (247 W 35th St, Ste 201) [Map (opens new browser)]</td>
<td>Mon - Fri 9:00 - 1:30 &amp; 2:30 - 5:20; Sat 10:00 - 4:00</td>
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<tr>
<td><strong>New York - W 35th St - Commercial Apps Only</strong></td>
<td>New York, NY. (247 W 35th St, Ste 201) [Map (opens new browser)]</td>
<td>Tue, Wed &amp; Thu 9:00 - 2:00</td>
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<tr>
<td><strong>New York - William St - 2nd System</strong></td>
<td>New York, NY. (130 William St, Ste 900) [Map (opens new browser)]</td>
<td>Mon &amp; Thu 9:00 - 6:00; Tue &amp; Fri 9:00 - 5:00; Wed 9:00 - 7:00; 3rd Sat 9:00 - 1:00</td>
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<tr>
<td><strong>New York - William St - Across from Dept of State</strong></td>
<td>New York, NY. (130 William St, Ste 900) [Map (opens new browser)]</td>
<td>Mon &amp; Thu 9:00 - 6:00; Tue &amp; Fri 9:00 - 5:00; Wed 9:00 - 7:00; 3rd Sat 9:00 - 1:00</td>
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<tr>
<td><strong>New York - William St - Commercial Apps Only</strong></td>
<td>New York, NY. (130 William St, Ste 900, Ninth Flr) [Map (opens new browser)]</td>
<td>Mon - Fri 9:00 - 5:00</td>
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<tr>
<td><strong>Queens - Jamaica</strong></td>
<td>Jamaica, NY. (9024 161st St) [Map (opens new browser)]</td>
<td>Mon - Fri 7:00 - 8:00; Sat 8:30 - 3:00</td>
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<tr>
<td><strong>Queens - Jamaica - 2nd System</strong></td>
<td>Jamaica, NY. (9024 161st St) [Map (opens new browser)]</td>
<td>Mon - Fri 7:00 - 8:00; Sat 8:30 - 3:00</td>
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<tr>
<td><strong>Staten Island</strong></td>
<td>Staten Island, NY. (159 New Dorp Plz, Ste 201) [Map (opens new browser)]</td>
<td>Mon &amp; Wed 11:00 - 5:00; Tue &amp; Thu 9:00 - 3:00; Fri 9:00 - 3:00; E/O Sat 10:00 - 3:00</td>
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<tr>
<td>Yonkers</td>
<td>Yonkers, NY (5 Seminary Ave, Ste 4) [Map (opens new browser)]</td>
<td>Mon, Tue, Wed &amp; Fri 10:00 - 2:30 &amp; 3:30 - 5:00; Thu 10:00 - 2:30 &amp; 3:30 - 7:00; Sat 10:00 - 2:00</td>
</tr>
</tbody>
</table>
SERVICE CODE – SAMPLE AGENCY NAME and/or REASON

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.

Check the Status of your Service
Check your status or reprint your card application registration form. For additional help, call 844.321.2124.

Manage an existing Appointment
Reschedule an existing appointment or schedule a retreat.
SERVICE CODE - SAMPLE AGENCY NAME and/or REASON

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

**Agency Identifiers**

* Agency ID

[Submit] [Cancel]

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

**Citizenship**

- *Country of Birth
  - United States

- City of Birth

- *State/Province of Birth
  - Alabama

- *Country of Citizenship
  - United States
SERVICE CODE – SAMPLE AGENCY NAME and/or REASON

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

* Have you ever used a maiden/previous name?

* Have you ever used an alias?

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

* 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.
Personal Information

* Height
  - ft
  - in

* Weight
  - lbs

* Hair Color
  - Choose One

* Eye Color
  - Choose One

* Preferred Language (Receipts & other communication)
  - English

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Privacy Policy
Mailing Address

* Country

Choose One

Address Line 1

Address Line 2

* City

* Postal Code

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.
SERVICE CODE – SAMPLE AGENCY NAME and/or REASON

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

Documents

* Document

-- Choose One --

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

☐ Yes  ☐ No

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SERVICE CODE – SAMPLE AGENCY NAME and/or REASON

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
SERVICE CODE – SAMPLE AGENCY NAME and/or REASON

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.

Location | Address | Next 7 Days | Distance
--- | --- | --- | ---
Nashville, TN | 1001 13th avenue south | 155 appointments available | 421.52 mi
New York, NY | 350 5th Ave | 141 appointments available | 895.65 mi
White Plains, NY | 75 S Broadway | 0 appointments available | 917.85 mi

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Select a preferred date and time for your appointment at the specified location. Then click ‘Submit’ to confirm or ‘Cancel’ to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the ‘Back’ button below, to select another location.

Appointment Date and Time (first available displayed by default)

Location Details:

123 Main St
Any City, Any State 12345-0000
Service Summary

New York

Service Code – SAMPLE AGENCY NAME and/or REASON

Status as of 04/21/2017
Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

- Date: 04/21/2017
- LI: 0
- Service Code: SAMPLE AGENCY NAME and/or REASON
- Estimated Amount Due: $99.00

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card

Important:
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly as on all identification documents brought to enrollment.
1. Commercial Driver’s License issued by a State or existing possession of the U.S.

Details:

White Plains, NY

IdentoGO

155 Main St
Any City, Any State 12345

Schedule Appointment

Done

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