

NYS Liquor Authority/Division of Alcoholic Beverage Control

Instructions for submitting fingerprint cards for Out of State Residents

STEP 1:

Complete two (2) FBI (FD 258) fingerprint cards. **Download from:**

<https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>

The ORI section should be completed using the following information:

O **Service Code 15472F**
R NYS Liquor Authority
I Albany, NY

Fingerprints must be taken by an authorized law enforcement agency

STEP 2:

You must pre-enroll and pre-pay for your fingerprinting services by contacting Identogo by MorphoTrust USA by going on line to <https://uenroll.identogo.com>. Enter the service code and choose the **Submit A Fingerprint Card By Mail** option. Follow the directions, print and sign the pre-enrollment confirmation page. Only confirmation pages containing original signatures will be accepted by Identogo.

STEP 3:

Mail the two (2) fingerprint cards and the signed pre-enrollment confirmation page to:

New York State Liquor Authority
Attn: Fingerprint Unit
80 So Swan St., Suite 900
Albany, NY 12210

Please be advised that MorphoTrust will not be responsible for any data entry errors made by the applicant. Any such errors that require a new fingerprint submission will require an additional paid pre-enrollment. Please make sure the information provided to MorphoTrust during pre-enrollment matches the information provided on the fingerprint cards.