

## 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/Idemia by going online to <https://uenroll.identogo.com> or by calling (877) 472-6915. The appointment must be scheduled within three (3) 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 **\$102.00**. Any checks or money orders should be made out to Idemia.
- If you are an ***out of state resident*** please follow the directions on the Out of State Fingerprint Instruction Sheet.
- If you are an ***applicant residing in New York State*** complete the Request for NYS Fingerprinting Services Information Form and follow all instructions.
- All forms and instructions are available on our website at: <https://www.sla.ny.gov/forms-quick-find#retail>