

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 **\$102.50** and paid through Idemia/Identogo.
- 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>