

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 **\$99.00**. 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>

Request for NYS Fingerprinting Services - Information Form

Instructions for applicant: Complete this form and visit <https://uenroll.identogo.com> or call 877-472-6915 to schedule an appointment for fingerprinting. Remember to bring this form and required forms of identification to your fingerprinting appointment.

REMINDERS

- You will be notified after the submission of your application to schedule your electronic fingerprinting through Identogo/Idemia.
- Everything submitted in support of this application must be identified with the name and address of the premises.

Contributor Agency Section:

Service Code: 15472FAgency Code: 700208LContributor Agency: NYS Liquor Authority

Applicant Section:

 New Submission Resubmission

License Serial Number: _____ Applicant SS #: _____
(obtain serial # from application receipt)

Applicant Last Name: _____ First Name: _____

Alias / Maiden Name: _____ Middle: _____

Street Address: _____

City, State, & Zip: _____

Date of Birth: _____ Age: _____ Sex: Male Female Race: _____

Ethnicity: Hispanic Non Hispanic Unknown Height: _____ ft. _____ in. Weight: _____ lbs.

Skin Tone: _____ Eye Color: _____ Hair Color: _____

State / Country of Birth: _____ Country of Citizenship: _____

Accepted Forms of Identification Section:

Identification must be valid and not expired

U.S. Passport
 Permanent Resident Card or Alien Registration Card (Form I-551)
 U.S. Military identification Card
 Foreign Passport
 Driver's License
 (issued by U.S. State or Territory, Canada & Mexico)
 School or College ID Card (with photo)
 Employment Authorization
 with photo (Form I-766, I-688, I-688A or B)

Photo ID Card issued by federal, state, local govt.
 or a territory of the U.S.
 Uniformed Services Identification card (Form DD-1172-2)
 Department of Defense Common Access Card
 U.S. Coast Guard Merchant Mariner Card
 State ID card (or outlying possession of the U.S.) with
 A seal or logo from State or State Agency.
 Military dependent's ID card
 U.S. Tribal of Bureau of Indian Affairs ID Card (Enhanced
 Tribal card only)
 U.S. Visa issued by U.S. Department of Consular Affairs