

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**REQUEST FOR NYS FINGERPRINTING SERVICES**  
**Child Care Programs**

Fingerprint image submissions are required for the owner/operator, director, on-site provider, site supervisors, assistants, substitutes, employees, volunteers and household members age 18 and over in family/group family programs, in accordance with New York State law and OCFS child care regulations.

1. Anyone who has been previously fingerprinted and approved by OCFS for the purposes of child day care may not need to be fingerprinted again. You may be eligible for a waiver. Contact your licensor/registrar before continuing:
  - If applicant was previously approved for child day care and has not had a break in service from a program for more than 180 days, they may not need to be fingerprinted again.
2. If anyone has not been fingerprinted by OCFS before, you must go to an authorized digital imaging center in New York state.
  - **Schedule an appointment** by calling **877-472-6915** or by going to the Website: <https://uenroll.identogo.com/workflows/15441V>

**3. Schedule or Manage Appointment Online**

Go to the [Identogo](#) website.

**Select** Schedule or Manage Appointment.

You will be required to provide personal identifying information and day care program information:

- Enter required demographic and address information as requested.
- Select the appropriate role you will be assuming in the day care program.
- Make sure you have the facility/agency ID number and the facility name/address entered correctly. The facility/agency ID number is the license/registration number assigned to the program for which you are applying.
- Select which form of identification you will be bringing to the appointment.
- Search for available enrollment center(s) by entering postal code, city and state, or airport code.
- Select the location that is convenient for you and schedule appointment.

**On the day of the fingerprinting appointment:**

- Each person must bring appropriate identification (ID) as listed below. Fingerprinting will not be permitted without appropriate ID.
- Your picture may be taken, and your identification will be validated.

**Accepted Forms of Identification to bring to your appointment (must be valid and not expired):**

- Driver license issued by a state or outlying possession of the U.S.
- Driver license permit issued by a state or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a territory of the U.S.
- State ID card (or outlying possession of the U.S.) with a seal or logo from state or state agency.
- Commercial driver license, issued by a state or outlying possession of the U.S.
- U.S. Department of Defense common access card.
- Employment authorization document that contains a photograph.
- Foreign driver license (Mexico and Canada only).
- Foreign passport.
- Military dependent's identification card.
- Permanent resident card or alien registration receipt card (form I-551).
- U.S. Coast Guard merchant mariner credential.
- U.S. military identification card.
- U.S. passport.
- U.S. Tribal card (enhanced only) or U.S. Bureau of Indian Affairs identification card.
- U.S. visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the U.S.
- Uniformed Services identification card (form DD-1172-2).

**Identification if under 18 and nothing else available:**

Persons under the age of 18 who are unable to present an acceptable photograph document listed above shall provide a Social Security card or a birth certificate. The [New York Photo ID Waiver for Minors](#), developed by the New York State Division of Criminal Justice Services, must be completed and signed by a parent or guardian at the time of fingerprinting at the fingerprinting site location.

**Do not sign this form in advance.**

***NOTE:*** Staff with fingerprint images on file with OCFS may be eligible for a waiver. Contact the licensor/registrar or director of the program for more information.

**Hard-to-Print Applicants**

Please contact your regulator for assistance if someone is having difficulty with printing, due to a disability or medical condition.

**Federal Bureau of Investigation Privacy Act Statement:**

**Privacy Act Statement:** This privacy act statement is located on the back of the FD-258 fingerprint card.

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include federal statutes, state statutes pursuant to Pub. L. 92-544, presidential executive orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable routine uses as may be published at any time in the Federal Register, including the routine uses for the NGI system and the FBI's blanket routine uses. Routine uses include, but are not limited to, disclosures to employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.