



September 2009

Dear Provider:

I am pleased to announce a new fingerprinting initiative that is being made possible due to advancements in technology: LiveScan digital fingerprint imaging. Since 2001, New York State Social Services Law and Office of Children and Family Services (OCFS) child care regulations have required fingerprinting for all owner/operators, on-site providers, household members over 18 years of age, assistants, alternate providers, alternate assistants, and substitutes, as well as all employees and volunteers of child care programs. This has traditionally been done via an “ink-and-roll” process by going to a licensing/registration office, Child Care Resource and Referral agency, or local police department. **Effective October 9, 2009, “ink-and-rolled” fingerprints will no longer be taken at these locations for submission to OCFS, as we are moving to a computerized imaging process known as LiveScan.** This new fingerprinting format will be available only at authorized sites located throughout the state and will offer many benefits than the traditional “ink-and-roll” format. These benefits include a near elimination of rejected fingerprint cards, a significantly quicker turn around time in receiving results, and a decrease in costs associated with postage, supplies and personnel.

The vendor that is providing the LiveScan fingerprinting service is L1 Identity Solutions. The vendor has set up locations throughout the state and they will also be providing evening and weekend services at select locations. **Individuals that need to have fingerprints taken need to schedule an appointment by going to <https://ny.ibtfingerprint.com/> or by calling 1-877-472-6915.** A location that best meets your needs can be selected during this time. **A Request for NYS Fingerprinting Services Information Form (Fingerprint Information Form), which is enclosed, needs to be completed and brought to the LiveScan center when fingerprints are taken. Individuals must also bring to the fingerprinting appointment appropriate forms of identification, as indicated on the back of the Fingerprint Information Form.** Some of the facility-specific information on this form may need to be provided by the program for which you are being fingerprinted. We recommend that programs duplicate the blank copy of this form for future use when new individuals need to be fingerprinted. Additional Fingerprint Information Forms are available on-line at http://www.ocfs.state.ny.us/main/forms/day_care or by calling 518-473-0971; please refer to form number OCFS-4930. Please also see the enclosed Fingerprinting Guidelines page for more specific instructions. If you have you have any questions regarding this change in procedure, please contact your licensing/registration representative.

Thank you for your cooperation as we transition to this new system.

Sincerely,

A handwritten signature in black ink, appearing to read 'Janice Molnar'. The signature is fluid and cursive, written over a white background.

Janice Molnar, Ph.D.
Deputy Commissioner
Division of Child Care Services

Enclosures

Estos formularios estarán disponibles en español en el portal de la Oficina de Servicios para Niños y Familias del Estado de Nueva York en el siguiente enlace:
www.ocfs.state.ny.us/main/forms/day_care/.