

## **NY State and FBI Fingerprinting**

Safe Families NYC requires two criminal checks to ensure the safety of the children in our care. Volunteers who will be alone with children at any time need to complete the NY State and FBI fingerprinting. All results should be sent to us at [nyc@safefamilies.net](mailto:nyc@safefamilies.net) to be uploaded to our secure database. If you prefer to mail them, send to: Safe Families for Children, P.O. Box 380439, Brooklyn NY 11238.

Volunteers are requesting to have these background checks as individuals desiring to volunteer with children through their local church. The results are sent directly to the volunteers.

### **I. NY State Fingerprinting**

Schedule an appointment at [www.Identogo.com](http://www.Identogo.com). Search for NY State. Click Digital Fingerprinting. Enter Service Code: 15465F (code for Public Record Review: Unsuppressed.) Click Schedule or Manage Appointment. Fill in your information (name, DOB, contact info). In the dropdown box for Purpose for Fingerprinting, select "Personal Use." Fill in your Citizenship info. Answer questions about Maiden/Previous/Alias names. Question: Authorization Code for payment: select No. Enter your personal information (height, etc.) Enter your mailing address. Enter the Designated Recipient (your name and address). Select the Document form of ID. Search Enrollment Center: enter your zip code.

*There are many locations that do NY State fingerprinting, but only 2 locations that can do both State and FBI so choose one of these 2 locations and you can do the FBI prints after you do the NY State:*

#### **New York - Park PI Global Document Expeditors**

22 Park Place, 4th Floor  
New York, NY 10007

Hours:

Mon & Thur 9-6  
Tue & Fri 9-5

[www.newyorkfingerprinting.com](http://www.newyorkfingerprinting.com)

They are open one Saturday per month from 9am-1pm, generally the 3rd Saturday but it varies, so call to confirm 212.227.0307.

#### **New York - W 35th St PrintScan**

247 W. 35th Street, Rm. 201  
New York, NY 10001

Hours:

Mon - Fri 9-5:30  
Sat 10-4

[www.newyorkfingerprints.com](http://www.newyorkfingerprints.com)

For PrintScan, make an appointment to get the NYS prints and then call and make appointment for FBI prints that same day 212.388.5399

The fee is \$62.25 for the NY state background check. You will need 1 form of ID (see types when you schedule appointment). You will receive the results by mail in 7-10 business days. Scan and email the results to [nyc@safefamilies.net](mailto:nyc@safefamilies.net)

### **II. FBI Channeling Fingerprinting**

You can do the FBI fingerprinting at the same time as your NY State background check. The two locations that do both State and FBI prints have different appointment procedures and fees.

1. Global Document Expeditors at 22 Park Place. You do NOT need an appointment for the FBI prints, however the FBI person leaves promptly at 5pm so plan to do them by 4:45pm. You may also want to call to make sure that the person is not out sick. 212.227.0307. Ask for FBI channeling through Accurate Biometrics. Fee is \$95.
2. Print Scan located at 247 West 35th Street. After scheduling the NY State fingerprinting, call 646.663.4404 to make an additional appointment to do FBI channeling (email only option). Fee is \$90 for email only.

You will need your driver's license or another form of picture ID with you. To reduce costs, when you fill out the application, choose the "email only" option that provides results in 24 hours and an electronic copy only. They will give you instructions on how to access your results. However, the link with your results will be erased within 24 hours after opening so be sure you are able to save as a pdf within that time period. Email the results to [nyc@safefamilies.net](mailto:nyc@safefamilies.net).

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We know that these costs are high and do not want financial hardship to get in the way of anyone volunteering. Some churches have offered to pay for the fingerprinting fees for their members or regular attenders. If you would like to be reimbursed, please save your receipt and speak with your church's Safe Families coordinator. If your church will not reimburse you and paying is a hardship, please consider asking a friend or family member to "sponsor" you as a volunteer by paying for these fees. If you need assistance in this, let us know.