The City University of New York

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# Procedures for Candidates Fingerprinting Using L-1 Identity Solutions

As part of the background check, the next step in the hiring process is for applicants to provide The University with fingerprints. To do so, please follow the instructions hereunder:

1. Applicants are required to pre-register prior to going to fingerprint location by:

   a) Calling 1-877-472-6915 to speak with a Customer Service Representative (CSR) so they can capture demographic data and make payment; or

   b) Visit L-1 Identity Solutions website at www.L1enrollment.com and submit your demographic data and make payment.

2. At the fingerprint location, you are required to take this notice and two forms of identification. Please note: a *photo ID* is ***required*** before any applicant can be fingerprinted (acceptable forms of photo ID are either state or federally issued, i.e. Drivers License, State ID, Passport, Alien Registration Card, Unexpired Foreign Passport, School or College ID, Unexpired Employment Authorization with photo, or Photo ID Card issued by Federal, State, or Local Gov't). Along with a Social Security Card, Voter Registration Card, US Military Card or Draft Record, Military Dependants ID, Coast Guard Merchant Mariner ID, Native America Tribal Document, Canadian Drivers License, Permanent Resident Card, US Passport (expired or unexpired), Alien Registration Receipt Card, Unexpired Foreign Passport, Photo ID Card issues by Federal, State or Local Gov't, Original or Certified Copy of Birth Certificate, Certificate of Birth Abroad (issued by US), or a US Citizen ID Card.

3. Once you have been fingerprinted, the fingerprint technician will transmit the fingerprint records electronically to the Division of Criminal Justice Services. The fingerprint technician also issues a receipt for the fingerprinting service to you. The Division of Criminal Justice Services processes the background check for the state of New York. When the background check is completed, the results are returned directly to The City University of New York.

4. Payment for fingerprinting services is required at the time of the fingerprinting appointment. L1 Enrollment Services accepts personal check, money order, business check, credit card, e-check, and escrow account transactions.

5. Fingerprint technicians **do not** have access to credit card machines at the fingerprint locations, so applicants cannot pay for their fingerprinting by credit card on location. This will need to be done via the web at www.L1enrollment.com or by calling into the call center at 1-877-472-6915.

*Final Note: Fees for fingerprint services vary depending on the type of background check required. The fees assessed by L1ESD includes the fingerprint rolling charges and any fingerprint processing charges levied by the Department of State. L1ESD collects the fee for each applicant and makes the appropriate payments to the Division of Criminal Justice Services on behalf of the applicants.*