

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
GUIDELINES FOR FINGERPRINTING
Child Care Programs

BEFORE COMPLETING the *Request for NYS Fingerprinting Services* form, please make additional copies for each person to be fingerprinted for your program. Consider keeping a blank copy of the form on site.

In order to comply with the federal comprehensive background clearance checks effective 2019, fingerprinting is required for all prospective and existing: operators, directors, employees, volunteers and household members age 18 or older in licensed/registered programs; and legally-exempt directors, in-home and family providers, employees, volunteers and family child care household members age 18 or older not related in any way to all children in care.

1. To be fingerprinted for OCFS, you must go to an authorized digital imaging center in New York State.
 - Complete the *Request for NYS Fingerprinting Services* form (OCFS-4930).
 - Schedule an appointment by calling 1-877-472-6915 or by going to the following website: <https://uenroll.identogo.com/workflows/15441V>.
 - You can select the location for your fingerprinting when you schedule your appointment.
2. The *Request for NYS Fingerprinting Services* form must be completed accurately with no blank fields. Use the information from this form when making the appointment. When being fingerprinted for child care purposes:
 - Make sure that the Facility/Agency ID Number and the Facility Name/Address under the “Contributor Agency Section” are completed correctly. The Facility/Agency ID number is the license/registration/enrollment number assigned to the program for which you are applying.
 - You must complete the “Applicant” section with your own information. For the purposes of this form, “Applicant” means the person to be fingerprinted.
 - You must also select the appropriate role in the “Child Care/Role of Applicant” section.
3. On the day of the fingerprinting appointment:
 - You must bring the accepted forms of identification (ID) listed on the back of form OCFS-4930. No one will be fingerprinted without appropriate ID. The forms of identification must be valid and not expired.
 - Your picture will be taken and your identification will be validated.
 - You will be required to data enter your Social Security number if one has been issued to you.

Additional *Request for NYS Fingerprinting Services* forms (OCFS-4930) are available online at http://ocfs.ny.gov/main/documents/forms_keyword.asp or by calling 518-473-0971 (refer to form number OCFS-4930).

If you have additional questions, please contact your regulator or enrollment agency.