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**STATE OF NEW YORK
RACING AND WAGERING BOARD**

Secretary to the Board
Gail Pronti

November 2, 2009

Dear Member of the Industry:

The New York State Division of Criminal Justice Services (DCJS) announced they will only accept electronic fingerprint submissions beginning January 2010. Accordingly, the New York State Racing and Wagering Board's Bureau of Licensing, in collaboration with DCJS, is pleased to announce the implementation of electronic fingerprinting effective **January 1, 2010**.

How Will Electronic Fingerprinting Work?

To assist all civil fingerprint contributors, DCJS contracted L-1 Identity Solutions. L-1 has established Live Scan systems in multiple locations around the state where applicants may be printed. A list of L-1's existing and planned live scan locations can be found at www.L1enrollment.com. Select "NY" and click "locations". Applicants required to be fingerprinted for licensing by the Board should schedule an appointment with L-1 at www.L1enrollment.com or by calling (877) 472-6915. Fingerprinting for Racing and Wagering Board license applicants at L-1 sites will begin on **January 4, 2010**.

Upon completion of the fingerprint process with L-1, applicants will receive two receipts. One receipt must be submitted with a completed application to the Board's Bureau of Licensing. The second receipt should be maintained by the applicant for record purposes. Further information on the electronic fingerprinting process will also be available on the Board's website.

Will Ink Rolled Cards Be Accepted?

Yes. While electronic fingerprinting is the preferred printing method, the Board will continue to take and accept hard copy ink rolled fingerprint cards. The Board will forward all cards received to L-1 for conversion to an electronic image via card scan. As fingerprint rejection rates for ink rolled prints are typically higher than converted electronic images, applicants are strongly encouraged to be printed at an L-1 location if possible.

Applicants choosing hard copy rolled print submission should complete and submit two FBI (blue) fingerprint cards with their relevant application. A NYS (green) fingerprint card will no longer be required.

Submission of hard copy ink rolled fingerprint cards must be accompanied by two forms:

- 1) a NYS Request for Card Scan Services- Information Form AND
- 2) the Board's Proof of Identification Form and Chart containing the list of acceptable forms of identification.

Is There a Change in Fee?

Yes. The application fee will remain the same, however pursuant to State contract each applicant will be surcharged \$11.50 for all fingerprint cards submitted whether through live scan or card scan. The vendor surcharge will be largely offset by a significant reduction in Federal charges. Electronic submission to the Federal Bureau of Investigation causes a corresponding decrease in the processing fee (from \$30.25 to \$19.25).

Fee structure for submission of NYS and FBI fingerprints is:

New York State Division of Criminal Justice Services	\$75.00
Federal Bureau of Investigation	\$30.25
Vendor surcharge for electronic submission	\$11.50
<u>Federal rate reduction for electronic imaging</u>	<u>\$11.00</u>
Due from each applicant:	\$105.75

Please visit our website at www.racing.state.ny.us in the upcoming weeks for more specific information and instruction. The Board is committed to serving its licensees and supporting greater efficiencies to assure the integrity of the industry.

Thank you for your cooperation in this important matter.

Sincerely,

Nicole D. Robilotto
Director of Licensing