

## NYS Liquor Authority/Division of Alcoholic Beverage Control

### Instructions for submitting fingerprint cards for Out of State Residents

#### **STEP 1:**

Complete two (2) FBI (FD 258) fingerprint cards. **Download from:**

<https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>

The ORI section should be completed using the following information:

O     **Service Code 15472F**  
R     NYS Liquor Authority  
I     Albany, NY

#### **Fingerprints must be taken by an authorized law enforcement agency**

#### **STEP 2:**

You must pre-enroll and pre-pay for your fingerprinting services by contacting Identogo by MorphoTrust USA by going on line to <https://uenroll.identogo.com>. Enter the service code and choose the **Submit A Fingerprint Card By Mail** option. Follow the directions, print and sign the pre-enrollment confirmation page.

#### **STEP 3:**

Mail the two (2) fingerprint cards and the signed pre-enrollment confirmation page to:

New York State Liquor Authority  
**Attn: Fingerprint Unit**  
80 So Swan St., Suite 900  
Albany, NY 12210

***Please be advised that MorphoTrust will not be responsible for any data entry errors made by the applicant. Any such errors that require a new fingerprint submission will require an additional paid pre-enrollment. Please make sure the information provided to MorphoTrust during pre-enrollment matches the information provided on the fingerprint cards.***