

## New York State Criminal Background Checks

Please find the instructions for obtaining New York’s State Division of Criminal Justice Services, Office of Operations and Systems’ criminal background check.

### To request a public record review while living in New York State:

1. Contact MorphoTrust USA – vendor under a state contract – by calling 1-877-472-6915 (toll free) or by visiting the [website](#) to schedule an appointment for fingerprinting. When asked the reason for fingerprinting, choose “Public Record Review—Unsuppressed.”
2. The [Request for MorphoTrust USA Fingerprinting Services – NYS Division of Criminal Justice Services Record Review Program](#) form describes the information that will be requested when you schedule an appointment.
3. In completing that information, please note:
  - a. The record review ORI Number – **NYDCJSPRY** – MUST BE LISTED.
  - b. You may request that your response be sent to the organization rather than to yourself.
4. When you arrive for your fingerprinting appointment, you must:
  - a. Provide two forms of identification (information on acceptable forms are available on the MorphoTrust USA website or from the MorphoTrust USA call Center); AND
  - b. Pay the \$60.75 fee for fingerprinting services (this includes Department of Criminal Justice Services Record Review Fingerprint Fee of \$50.00 plus the MorphoTrust USA processing fee of \$10.75), using a personal or business check, certified check, bank check, money order, cash, or credit card made out to “**MorphoTrust USA.**”

### Upon completion of your MorphoTrust USA Fingerprint appointment:

- You may verify that your fingerprint transaction has been submitted to DCJS by calling MorphoTrust USA at 1-877-472-6915 (toll free number).
- DCJS will mail your response to via U.S. mail seven to ten business days after receipt of the fingerprints. Responses cannot be picked up from DCJS.
- The response may include criminal, civil, or no record information. A form explaining how to challenge any reported information will also be included with the response. This link provides you with [guidelines to expedite your request](#) to challenge your record.