



OFFICE OF

The Herkimer County Sheriff

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SCOTT F. SCHERER, *SHERIFF*
SCOTT A. LESKOVAR, *UNDERSHERIFF*

To: Pistol Permit Applicants
From: Pistol Permit Office
Re: New Fingerprinting Procedure

Instructions for Fingerprinting at a MorphoTrust USA Enrollment Services Live Scan Location

A fingerprint background check is required as part of the investigation process when applying for a pistol permit. The fingerprinting process is done by MorphoTrust USA Enrollment Services at their Identogo live scan locations.

- You can make an appointment by going to MorphoTrust's Universal Enrollment website at <https://uenroll.identogo.com> or by calling the MorphoTrust toll free call center at (877) 472-6915. Appointment scheduling via the website is available 24/7/365. Appointment scheduling via the call center is available 9am - 9pm Monday through Saturday. If you make your appointment through the MorphoTrust website, we recommend that you print out the confirmation page and bring it with you to your appointment.
- Use civil fingerprint **Service Code 156R6Z, Fingerprint Reason: Pistol** when making your appointment with MorphoTrust Universal Enrollment Services.
- You will select the most convenient location to get fingerprinted as part of your appointment registration (enrollment). During the enrollment process, you will be asked to enter a Zip Code, City and State or Airport Code at which time a list of fingerprinting locations and available appointments closest to the entered search criteria will be displayed for selection.
- Payment options:
 - Personal or business check, government check, certified check, bank check, money order or credit cards are accepted on-site at the time of the fingerprinting appointment.

(*Please note that cash is **NOT** accepted as a form of payment at any fingerprinting location)

The fingerprinting fee is comprised of the total fingerprint search fee(s) plus the MorphoTrust USA vendor fee. The total fee of \$102.00 is made to IDEMIA

- The DCJS fingerprint search fee remains at \$75.00
 - The FBI fingerprint search fee is \$13.25.
 - The MorphoTrust vendor fee is \$13.75 as of July 1, 2020.
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- Go to the fingerprinting location on the date and time you made the appointment for and bring an acceptable photo identification document. You will be given the options of what forms of identification are considered acceptable when you schedule your appointment. Such options include driver's license, US Passport, Permanent Resident Card, etc. You will also be asked to enter your Social Security Number into the computer. It is a secured double blind entry procedure and is required. Please know your Social Security Number at the time of your appointment or you will be asked to make another appointment at another time. If you did not already pay on-line when you scheduled your appointment, you will need to bring your payment to the fingerprinting appointment.

 - While at the fingerprinting location, your photo identification document will be reviewed, fingerprints rolled, and photo taken. You will be given two receipts indicating your name, date and time, fee paid and reason for fingerprinting. ***Once you have completed the fingerprinting process and have been given your receipts you may call the Sheriff's Office at (315)867-1265 to make an appointment to turn in your pistol permit application. You will need to provide the Sheriff's Office staff with one of the two receipts you received at the conclusion of your fingerprinting process. You may be asked to make another appointment to turn your application in if you do not have your receipt when you arrive.***