

## CRIMINAL BACKGROUND CLEARANCE REQUIREMENT

As part of your adoption process, the state of New York requires that the following people be fingerprinted for the purpose of conducting a criminal background check:

- Prospective adoptive parents.
- All other members of a household who are eighteen years or older. If a household member will be turning 18 before a child's adoption is finalized, that person must be fingerprinted at the time he/she turns 18.

Enclosed you will find a *Request for NYS Fingerprinting Services*, as provided by the New York State Office of Children & Family Services. You may choose your location and schedule your fingerprint appointment by visiting [www.identogo.com](http://www.identogo.com).

On the site, follow these instructions to make your appointment:

1. Click the blue box in the upper right corner "Get Fingerprinted"
2. Select New York from the drop down. And click "Go"
3. Scroll down and select "Digital Fingerprinting"
4. Enter Service Code 1543Z1
5. Select Schedule or Manage an Appointment
6. Most of the information fields will be your own information. When asked agency ID, write Q10. For Additional Agency Info write 1185.
7. The system will walk you through the process and confirm your appointment.

Please be aware that you will need to complete and bring the enclosed Request for NYS Fingerprinting Services form (available in our portal) and two appropriate forms of identification with you to your fingerprint appointment. Proper forms of identification are listed on the second page of the fingerprint request form.

It is imperative that you have your fingerprints taken as soon as possible. By law, an adoptive applicant cannot be approved as an adoptive parent unless and until the fingerprint clearance has been completed. A home study, therefore, will not be released until results have been received.

**Please note:** These fingerprints are separate from those taken by U.S. Citizenship and Immigration Services for international adoption.