

REQUEST FOR NYS FINGERPRINTING SERVICES INFORMATION FORM

Before completing this form, please read the instructions on page 2

Important Information About FBI Record Checks: Your fingerprints will be used to check the criminal history records of the FBI. You have the right to review the information on your FBI record. If you believe your record is incorrect or incomplete, you can request that it be changed, corrected, or updated. For more information and instructions, visit the FBI web site at: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks>.

You need this information to schedule your appointment to be fingerprinted: →	ORI NYSBUSDRV	CONTRIBUTOR AGENCY NYS Department of Motor Vehicles	JOB OR LICENSE TYPE School Bus Driver
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Section 1: Carrier Information

19-A Business ID Number <input style="width: 95%; height: 25px;" type="text"/>	Billing Account Number (If applicable) <input style="width: 95%; height: 25px;" type="text"/>
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Section 2: Applicant Information

Client ID Number: Enter the 9-digit number from the NYS driver license or that was provided by the Bus Driver Unit if the carrier submitted form DS-500 as per the instructions on page 2. <input style="width: 100%; height: 25px;" type="text"/>			
Name of Applicant: Enter the name exactly as it appears on the applicant's driver license Last, First, Middle, Suffix <input style="width: 100%; height: 25px;" type="text"/>			
Alias/Maiden Name: (If applicable) <input style="width: 100%; height: 25px;" type="text"/>			
Home Address: Street # and Name <input style="width: 100%; height: 25px;" type="text"/> City <input style="width: 30%; height: 25px;" type="text"/> State <input style="width: 15%; height: 25px;" type="text"/> Zip Code <input style="width: 25%; height: 25px;" type="text"/>			
Daytime Phone Number: Area Code () <input style="width: 80%; height: 25px;" type="text"/>	Daytime Phone Type <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Pager <input type="checkbox"/> Other		
Date of Birth: Month Day Year <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/> <input style="width: 20px; height: 25px;" type="text"/>	Age <input style="width: 25px; height: 25px;" type="text"/>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height: _____ Feet _____ Inches
Race: <input style="width: 100%; height: 25px;" type="text"/>		Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic <input type="checkbox"/> Unknown	
Skin Tone: <input style="width: 100%; height: 25px;" type="text"/>	Hair Color: <input style="width: 100%; height: 25px;" type="text"/>	Eye Color <input style="width: 100%; height: 25px;" type="text"/>	
Place of Birth: Country <input style="width: 80%; height: 25px;" type="text"/> State <input style="width: 20%; height: 25px;" type="text"/>			
Country of Citizenship: <input style="width: 100%; height: 25px;" type="text"/>	Alien Registration Number (If applicable) <input style="width: 100%; height: 25px;" type="text"/>		

INSTRUCTIONS

Article 19-A of the New York State Vehicle and Traffic Law requires all individuals who apply for a school bus driver position to be fingerprinted as part of the school bus driver qualification procedure. The required fingerprinting service is being provided by MorphoTrust Enrollment Solutions (MorphoTrust). All school bus driver applicants must be fingerprinted at one of the MorphoTrust ID centers located throughout New York State.

Fingerprinting is done by appointment. Selecting a fingerprinting location, scheduling an appointment, and getting information about the required fee can be done online at www.identogo.com or by calling 1-877-472-6915.

This form must be completed as described below and taken to the fingerprinting site at the time of the appointment. In addition to this form, **the applicant must bring two acceptable proofs of identification** (acceptable proofs are listed below under Acceptable Documents for Proof of Identity).

Section 1 - Carrier Information: The carrier must provide the 19-A Business ID number. If the carrier has established an escrow account with MorphoTrust, the carrier must provide the account number in the Billing Account Number field.

Section 2 - Applicant Information: Provide all of the information that is requested. If the applicant holds a driver license in a state other than New York, a 9-digit NYS Client ID number must be obtained; the applicant's carrier must submit form DS-500 (Article 19-A Request for NYS Client ID Number) to the NYS Department of Motor Vehicles Bus Driver Unit. Form DS-500 is available on DMV's website at www.dmv.ny.gov

NOTE: The applicant's name and date of birth written on this form must exactly match the name and date of birth as it appears on the driver license.

ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY

School bus driver applicants ***MUST*** bring two (2) proofs of identification to the fingerprinting site:

1. The first proof must be a photo commercial driver license (from any state or province) or a NYS commercial learner permit (may be temporary or with photo). A temporary NYS commercial learner permit without a photo must be accompanied by a standard photo driver license.
2. The second proof of identification can be any of the documents listed below; the document must be valid, not expired. **The first and last names on the second proof of identification must exactly match the first and last names as they appear on the driver license.** If they do not match, an official document must be submitted to explain the discrepancy (for example, a marriage certificate). If provided on the second proof, date of birth and/or gender must exactly match the date of birth and/or gender on the driver license. If information on the second proof does not match the corresponding information on the driver license, you will not be fingerprinted; you must take appropriate action to correct the discrepancy then reschedule your fingerprinting appointment.
 - ♦ U.S. Passport
 - ♦ Permanent Resident Card
 - ♦ Alien Registration Receipt Card
 - ♦ Foreign Passport
 - ♦ U.S. High School or U.S. College ID Card with photo
 - ♦ Unexpired Employment Authorization with photo (Form I-766)
 - ♦ Photo ID Card issued by federal, state, or local gov't
 - ♦ Transportation Worker Identification Credential (TWIC)
 - ♦ U.S. Military Card or draft record
 - ♦ Military Dependent's ID Card
 - ♦ Coast Guard Merchant Mariner Card
 - ♦ Native American Tribal Document
 - ♦ U.S. Social Security Card
 - ♦ Original Birth Certificate or certified copy with official seal issued by an authorized agency within the U.S.
 - ♦ Certification of Birth Abroad issued by U.S. Dept of State
 - ♦ U.S Citizen ID Card (Form I-197)

IMPORTANT!

This form, when completed, provides personal information which is confidential. The completed form should not be left at the fingerprinting site - the applicant should either retain it for his/her records or dispose of it properly (shredding it is recommended).

- When completed, this form must not be retained, photocopied, or otherwise reproduced by the MorphoTrust staff.
- The information provided on this form must not be retained by the MorphoTrust staff.

Please direct any questions to the New York State Department of Motor Vehicles Bus Driver Unit at (518) 473-9455.