PERSONNEL SERVICES BULLETINS (PSBs)

100-4

Subject: Fingerprint Policy and Fees

Supersedes: Personnel Services Bulletin No. 100-4 issued September 13, 2017

Source: N.Y. Civil Service Law § 50; Traveling Personnel Folder: Personnel Officer Guidelines

Date: July 16, 2024

I. INTRODUCTION

The Department of Citywide Administrative Services ("DCAS"), the municipal civil service commission for the City of New York, obtains fingerprints in order to conduct background investigations of candidates for employment and new employees, as authorized by Section 50 of the New York Civil Service Law. DCAS, through an approved vendor, submits fingerprints to the New York State Division of Criminal Justice Services (DCJS) to receive a report of the employee's record of arrests and prosecutions maintained by DCJS and the Federal Bureau of Investigations (FBI).[1]

Currently, the DCJS processing fee is $75.00, the FBI processing fee is $13.25, and the vendor processing fee is $14.25. The FBI waives its fee for law enforcement titles such as Police Officer, Correction Officer, Special Officer, Bridge and Tunnel Officer, Probation Officer, Firefighter, Fire Marshal, and Deputy City Sheriff and other titles that require peace officer or special patrolman status. Accordingly, the total fee for the processing of fingerprints for law enforcement positions is $75.00 + vendor fee of $14.25, and the total fee for non-law enforcement positions is $89.25 + vendor fee of $14.25.

II. POLICY

A. GENERAL POLICY REGARDING NEW HIRES

1. Employees: DCAS requires all individuals newly appointed by an Agency under the jurisdiction of the Commissioner of DCAS to submit fingerprints. The newly hired employees pay for the applicable fingerprint processing fee. However, agencies may in their discretion pay the fee for College Aides.

2. Interns and Trainees (paid and unpaid): An individual being appointed to the

[1] DCAS, through an approved vendor submits fingerprints to DCJS. DCJS, in turn, submits those fingerprints to the FBI on the Agency's behalf. DCAS has delegated responsibility to certain agencies (NYPD, FDNY, DOC, and DOE) to submit fingerprints to DCJS.

the time of the previous appointment must submit fingerprints in connection with a new appointment or reinstatement even if the separation was for a period of less than one year.

2. An individual being appointed to a law enforcement position after having served in a non-law enforcement title must submit fingerprints, even if the individual has already submitted fingerprints in connection with a prior appointment to a non-law enforcement position.
3. An individual being appointed must submit fingerprints even if the individual had previously submitted fingerprints in connection with employment at CUNY, NYC Health + Hospitals (NYC H+H), the Brooklyn Public Library, the New York Public Library or the Queens Borough Public Library, School Construction Authority, or Board of Elections or in an Unclassified Services title with the Department of Education.
4. An appointing agency may, where it deems it necessary, submit fingerprints in connection with any Update Action not specified in II.C.1-3, above. In those cases, the processing fee must be assumed by the Agency, and not by the individual.

D. SCHEDULING OF FINGERPRINT APPOINTMENTS

1. DCAS or appointing agency, will provide candidates with information required to access, schedule, and pay an approved vendor.
2. Candidates will use this information, which will include a service code, Coupon Code (if applicable), the required agency code, the Hire Code, and the website/phone number needed to schedule fingerprint appointments.

E. PAYMENT OF FINGERPRINT FEES

1. Credit/debit cards
2. Checks (personal, business, government, certified, bank check or money order made payable to the vendor
3. Coupon Code - see details in Policy Section 2.a.3

III. ROLE OF DCAS

A. Rejected Fingerprints

1. DCJS and the FBI reject fingerprints when the quality of the print is poor and cannot be properly read.
2. The vendor will automatically contact applicants whose fingerprints are rejected using the preferred method of contact they provided during the fingerprint appointment scheduling process.
3. Should DCJS or the FBI reject your fingerprints due to image quality and require a reprint, the vendor will contact the applicants and advise them

title of Summer College Intern, Summer Graduate Intern, High School, Student Aide, or Cooperative Education Trainee must submit fingerprints, the fingerprint processing fee for which will be paid by the hiring agency.

3. No Charge Authorization Codes (NCAC) – "Coupon Codes":
   a. Coupon Codes are provided to an account holder to distribute to applicants for use during the scheduling of fingerprinting appointments and/or at the fingerprint location. Each one-time-use Coupon Code is specific to an account holder and Service Code. Account holders may not use the same Coupon Codes for more than one employee.
   b. Coupon Codes are backed by an official NYC government entity Credit Card. Credit Card information is provided by the account holder during account setup.
   c. When applicants are fingerprinted, the Coupon Code is charged to the NYC government entity's credit card on file. Once the charge is complete, the record will be submitted to the appropriate channel for processing.
   d. For each Coupon Code presented, there is an additional $1 banking fee for the processing of the credit card.

B. REINSTATEMENTS AND REAPPOINTMENTS (WHEN AND WHEN NOT TO SUBMIT FINGERPRINTS)

1. An individual reappointed more than one year after separation must submit fingerprints and fees in the same manner as a new hire.
2. Fingerprints and fees in connection with civil service reinstatements are handled the same way as a new hire. Reinstatements originating from the New York City Transit Authority and the Triborough Bridge and Tunnel Authority must be submitted to DCAS with a reinstatement request either by form or e-mail.
3. Individuals referenced under II.B.1 and II.B.2 must pay the fingerprint processing fee.[2]
4. Fingerprints are not required when an individual is reinstated or reappointed less than one year after separation.

C. UPDATE ACTIONS

1. An individual previously employed by an Agency under the jurisdiction of the Commissioner of DCAS who was not required to submit fingerprints at

[2] The submission of fingerprints may, in the discretion of DCAS, be waived for individuals being reinstated after a break in service of more than one year where the reinstatement is pursuant to a decision of a court or the City Civil Service Commission or pursuant to a stipulation resulting from litigation.

to schedule an appointment for reprinting. There is no additional cost for reprinting. DCAS will NOT contact applicants to be reprinted. The vendor will not charge a fee for fingerprints that it rejects for poor quality.

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Commissioner

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