

William Heslin
Chief of Police



Cohoes Police Department

*Cohoes City Hall-97 Mohawk Street-Cohoes, New York 12047
Telephone: (518) 233-2143- Fax (518) 233-7407*

To: Pistol Permit Applicants
From: Detective Lieutenant Tom Ross
Date: 2015
Subject: Fingerprinting

- 1) The fingerprinting needs to be completed within thirty days of submitting your application. Any fingerprints that are completed more than thirty days before your application is submitted, will result in your application being denied.
- 2) The applicant needs to schedule an appointment for fingerprinting by going to the www.identogo.com website or calling their Morpho Trust USA 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.

You will need to provide the City of Cohoes ORI **NY0010200** and let them know it is for a **Pistol Permit** when you apply for the fingerprinting.

If the applicant schedules their appointment through the identogo website, it is recommend that you print out the confirmation page and bring it with them to their appointment.

- 3) The applicant will select the most convenient location to get fingerprinted as part of making their appointment. A list of available locations can be found at www.identogo.com. Select "NY" and then click on "Locations" to view the listing.
- 4) Payment options include: personal or business check, government check, certified check, bank check, money order, or credit card. Payment is made to "Morpho Trust USA".

The fingerprinting fee will be comprised of the total fingerprint search fee(s) plus the Morpho Trust USA vendor fee. The total fee is made to Morpho Trust USA.

The DCJS fingerprint search fee remains at \$75.00

The FBI fingerprint search fee is \$19.25.

The Morpho Trust USA vendor fee will be \$10.75 as of January 1, 2011.

- 5) The applicant will go to the fingerprinting location and bring 2 forms of identification, at least one of which must have a photo. When they schedule their appointment, they will be given the options of what forms of identification are considered acceptable. Such options include driver's license, US Passport, Social Security Card, etc...
If they did not already pay on-line when they scheduled their appointment, they will also need to bring their payment to the fingerprinting appointment.
- 6) At the fingerprinting location, the identification documents will be reviewed, fingerprints rolled and photo taken. Once the applicant has been fingerprinted, Morpho Trust USA immediately launches the fingerprint transaction and photo to DCJS for processing.

The applicant will be provided two receipts indicating the applicant's name, fingerprinting site location, date and time, fee paid and reason for fingerprinting.

Once an applicant has completed the requirements set forth in the pistol permit packet and completed the fingerprinting requirement, contact the Detective Bureau directly, phone 233-2146 to make an appointment to schedule to drop off your application.

Pistol permits will be handled Thursday afternoons only, 12 to 4 p.m.