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Commissioner

STATE OF NEW YORK DEPARTMENT OF MOTOR VEHICLES

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Albany, New York

January 29, 2010

TO: Article 19-A Motor Carriers and Certified Examiners

SUBJECT: Fingerprinting School Bus Drivers

We are pleased to announce a change in the method of fingerprinting school bus driver applicants. Fingerprints will soon be electronically scanned instead of manually rolled on cards with ink. This improvement provides a faster turn-around, increased accuracy and thereby fewer instances where fingerprints have to be retaken, increased security, reduced mailing costs, and electronic carriers will be able to add first-time school bus drivers to their rosters.

General Overview

The requirements for fingerprinting individuals who are applying for school bus driver positions pursuant to Article 19-A of the Vehicle and Traffic Law (19-A) are changing effective 02/08/2010.

- Fingerprints will no longer be taken using the ink and roll method on paper cards. Instead, fingerprints will be taken using electronic scanning technology; the prints will be electronically transmitted directly to DCJS.
The Bus Driver Unit (BDU) will reject and return any paper ink and roll cards that are postmarked on or after 03/01/2010. [EXCEPTION: If ink-rolled fingerprints received by the BDU **before** 03/01/2010 are subsequently rejected by DCJS or the FBI as being unreadable, the driver must be fingerprinted again using the ink and roll method and the cards must be submitted to the BDU.]
- L-1 Identity Solutions (L-1) will provide the fingerprinting service using electronic scanning at enrollment centers located throughout New York State. Drivers must be fingerprinted at an L-1 enrollment center. The list of locations can be found on the L-1 website at www.L1Enrollment.com and can also be obtained by calling 1-877-472-6915.
- Electronic fingerprinting is done by appointment. An appointment can be made online at www.L1Enrollment.com or by calling 1-877-472-6915.
- The fee will be \$111.00 per driver, payable to L-1 rather than the Commissioner of Motor Vehicles. The fee breaks down as follows:

DCJS	\$75.00
FBI*	19.25
DMV	5.00
L-1	11.75
TOTAL	\$111.00

The FBI fee is \$19.25 for electronically scanned fingerprints and \$30.25 for ink-rolled prints on paper cards.

New Procedures

To use the new fingerprinting system, 19-A school bus carriers must follow these procedures:

1. All applicants must have a NYS client ID number. If the applicant is licensed in a state other than New York, the carrier must obtain a NYS client ID number for the applicant by completing form DS-500, *Article 19-A Request For NYS Client ID Number*, and mailing or faxing it to the BDU. Form DS-500 will be available on the DMV website at <http://nysdmv.com/art19.htm> and can be requested from the BDU.
2. For each driver, complete form DS-600, *Request for NYS Fingerprinting Services – Information Form* (copy enclosed). Form DS-600 will be available on the DMV website at <http://nysdmv.com/art19.htm> and can be requested from the BDU. The completed form should be taken to the L-1 enrollment center at the time of the fingerprinting appointment.
3. Schedule a fingerprinting appointment at an L-1 enrollment center. Selecting an L-1 fingerprinting location and scheduling an appointment can be done online at www.L1Enrollment.com or by calling 1-877-472-6915. The information on form DS-600 must be provided to L-1 when scheduling the appointment.
Please note: The driver must present two acceptable proofs of identity to the L-1 enrollment officer at the time of fingerprinting. One of the proofs must be a photo commercial driver license, or commercial learner's permit. The other proof can be any of the secondary proofs of identity that are listed on form DS-600.
4. Pay the required fee of \$111.00 per driver. Payment can be made by credit card when scheduling the appointment online or by phone. Payment can also be made by check or money order, payable to L-1 Identity Solutions, at the L-1 enrollment center at the time of the fingerprinting appointment. Carriers have the option of establishing an escrow (draw-down) account with L-1. Information on establishing such an account can be found at http://www.l1enrollment.com/state/forms_ny/ or by calling 1-877-472-6915.
5. Once the driver has been fingerprinted by L-1, report the driver to the BDU. Carriers that use the 19-A system electronically can simply add the driver through that system. Carriers that do not use the electronic system must complete and submit form DS-870, *Article 19-A Bus Driver Application*.

The DCJS and FBI background check results will be returned to DMV within a matter of days, unlike having to wait weeks when using ink and roll cards.

If the scanned fingerprints are not readable due to poor image quality, L-1 will make three attempts to contact the client using the email address or phone number provided when the fingerprinting appointment was originally scheduled. The driver will be required to be fingerprinted again at an L-1 location; there will be no additional fee for this. Motor carriers that want to be notified when an applicant's fingerprints need to be re-scanned should provide their email address, if available, and phone number rather than that of the applicant's on form DS-600 and when scheduling the original appointment.

Please share this information with all staff who will be involved in this process, including your business office, supervisors, managers, and administrators. If you have any questions, please contact the Bus Driver Unit at (518) 473-9455. Thank you.

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