

PERSONNEL SERVICES BULLETINS (PSBs)

100-4

Subject: Fingerprinting Fees

Source: Traveling Personnel Folder (TPF): Personnel Officer Guidelines Sections VI and VII

Date: March 21, 1997

I. Policy

The current fee charged by the New York State Division of Criminal Justice (DCJS) for processing applicant fingerprint cards is \$50. This fee may be paid by American Express, Travelers Express or Postal money orders and must be submitted with the hiring package.

In an attempt to reduce the number of fingerprints rejected as a result of poor print quality, the Department of Citywide Administrative Services (DCAS) Fingerprinting Unit will review all print cards prior to their submission to DCJS. Agency staff is responsible for fingerprinting. Thus, agencies will bear the cost of a \$10.00 service charge for rejected prints.

A. New Hires

New hires in all titles, other than Summer College Interns and Graduate Interns, must be fingerprinted and must pay the fingerprint fee. Reinstatements or reappointments, after a break in service of more than one year, must be fingerprinted. Fingerprints for reinstatements, should be submitted to DCAS's Control and Service Division with the reinstatement request. Fingerprints will be required on a case by case basis when an individual is reinstated based on a court decision or a decision by the City Civil Service Commission, and the break in service is more than one year.

1. Summer College and Graduate Interns in Non-Sensitive Positions

DCAS may waive the fingerprinting process for Interns hired into positions of a non-sensitive nature.

2. Summer College and Graduate Interns in Sensitive Positions

Interns hired into sensitive positions must be fingerprinted. Agencies may opt to pay the fee for the Interns, or may require the Interns to pay the fee.

B. Updates

Applicants under the following conditions must also be fingerprinted and pay the fee:

1. Appointment to a position requiring fingerprinting, after serving in a position for which fingerprinting for new hires was waived (e.g. Summer College Intern) or where fingerprints were not processed;
2. Movement from a non-law enforcement title to a law enforcement title;
3. Appointment of individuals previously serving in the following agencies: CUNY, OTB, HHC, Libraries, School Construction Authority and Board of Education Unclassified Service titles.

II. Procedure

- A. See Traveling Personnel Folder (TPF): Personnel Officer Guidelines Section VI

pages 42-43 and Section VIII pages 53-54 for appropriate forms and detailed fingerprint procedures.

1. DCAS no longer does fingerprint verifications regarding licenses (DP-144).

2. DCAS no longer does verifications for uniformed titles within the New York City Police Department (DP-310) and DP-144 verification cards. Previously these cards were forwarded to DCAS. They should now be placed in the TPF.

B. Rejected Fingerprints

1. DCJS will forward rejected prints to DCAS and send refund checks directly to candidates. DCJS will deduct the \$10 service charge prior to issuing the checks. Agencies will be notified of the service charge deduction at the same time that rejected fingerprint cards are forwarded to agencies to have candidates refingerprinted.

2. Individuals who are to be refingerprinted must be notified by agencies to submit a \$40.00 payment to DCJS. In addition, the agency will prepare an agency check from petty cash payable to DCJS for \$10.00. Reprinted fingerprint cards, candidate payments and agency checks are to be forwarded by the agency to DCAS for transmittal to DCJS.

William J. Diamond
Commissioner