
NOTE: Do not begin fingerprint process unless an application for licensure has been supplied to you through the NYS Athletic Commission (NYSAC) office located at 123 William Street, New York, NY 10038.

1. Complete the Appropriate Fingerprinting Request Form

Promoters:

– use **Request for NYS Fingerprinting Services – Information Form (DOS-1891)**, ORI Number: NY920650Z
(All Corporate Officers listed on the Promoter License Application must also be fingerprinted using DOS-1891)

All Other NYSAC Licenses: (Boxer, Seconds, Manager, Judge, Referee, Timekeeper, Announcer)

– use **Request for NYS Fingerprinting Services – Information Form (DOS-1886)**, ORI Number: NY920650Z

It is VERY IMPORTANT that the correct License Type is selected when making the appointment for electronic fingerprinting. FAILURE TO SELECT THE CORRECT LICENSE TYPE WILL RESULT IN ADDITIONAL FEES.

2. Schedule an Electronic Fingerprint Appointment

Applicants must schedule an appointment with L-1 Enrollment Services to have their fingerprints captured electronically. To schedule an appointment at a location near you, visit their website at <http://www.L1enrollment.com> or call 1-877-472-6915.

Before you schedule your appointment, be sure to have the appropriate Request for NYS Fingerprinting form available for your reference. Filling out this form prior to scheduling your appointment online or calling L-1 will help speed the process.

When you schedule your appointment, you will be asked to enter (or provide to the telephone operator) the various identification data contained on the Information Form, and to provide the types of identification documents you will bring with you to your appointment.

For scheduling purposes, YOU MUST utilize the appropriate listed NYS Athletic Commission (NYSAC) required ORI number: NY920650Z.

3. Bring the Appropriate Documents to Your Appointment

Bring your completed Request for NYS Fingerprinting Services form with you to the Enrollment Center along with the identification documents you indicated at the time you made your appointment.

4. Proof of Fingerprinting and Application Submission

Upon completion of the fingerprint process, L-1 Enrollment Services will provide you with two receipts as proof of fingerprint completion.

Submit one receipt along with the completed NYSAC application and the appropriate license fee to the New York State Athletic Commission. You should retain the other copy of the receipt.

Fingerprint Fees

All fees for fingerprinting (including rolled fingerprint card fees) are payable to L-1 Enrollment Services.

Fees are as follows:

- Promoter - \$106
- All Other NYSAC License - \$86.75

Payment for fingerprint fees must be made in the form of: business check, money order or credit card payable to L-1 Enrollment Services.

*Fingerprint fees are subject to change on January 1 and July 1 of each year.
Contact the NYS Athletic Commission for current fee rate information.*

Rolled Fingerprint Card Submission (Card Scan)

Non-New York State Residents who cannot travel to New York to have their fingerprints taken electronically may continue to submit fingerprints using a hard copy fingerprint card. Non-New York State residents who live in a neighboring state and can travel to New York to have their fingerprints taken electronically are welcome to do so.

An FBI (blue) fingerprint card and a NYS Request for Card Scan Services – Information Form (DOS-1892 for Promoter License or DOS-1887 for Other NYSAC Licenses) will be provided with your NYSAC license application. Fill out all information on both the fingerprint card and the Information Form. You must have your fingerprints rolled by a local law enforcement agency.

You will need to submit to the NYSAC office two separate payments with the application and fingerprint card:

- One payment by check or money order only should include the applicable license fee and should be made payable to the New York State Athletic Commission.
- The second payment should include the fingerprint fees (see above) payable by business check or money order made payable to L-1 Enrollment Services or you may pay by credit card by filling out the required information on the Information form.

Be sure to include a fully completed and legible NYS Request for Card Scan Services - Information Form included in the application packet.

New York State residents will be provided with the blue fingerprint card and associated Information Form only in the event that an electronic fingerprint location does not exist near your residence or place of business and it is not possible to travel to an available site.

L-1 Enrollment Services Contact Information

- Web site: www.L1enrollment.com
- Phone: 1-877-472-6915 (Toll-Free)