b. Pay the fee for fingerprinting services - $59.95 using a personal or business check, certified check, bank check, money order, cash, or credit card made out to "MorphoTrust USA".

4. The prospective candidate or attorney upon completion of your MorphoTrust USA fingerprinting appointment may verify that his/her fingerprint transaction has been submitted to DCJS by calling MorphoTrust USA at 1-877-472-6915 (toll free number).

5. DCJS will mail your response to via U.S. mail seven to ten business days after receipt of the fingerprints. Responses cannot be picked up at DCJS. The response may include criminal, civil or no record information. A form explaining how to challenge any reported information will also be included with the response. This link provides you with guidelines to expedite your request to challenge your record.

To Request a Record Review While Living Outside New York State and/or to request a Record Review Fee Waiver, go to DCJS at http://www.criminaljustice.ny.gov/ojis/recordreview.htm

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