

PERSONNEL SERVICES BULLETINS (PSBs)

100-4

Subject: Fingerprint Policy and Fees

Supersedes: Personnel Services Bulletin No. 100-4 issued September 13, 2017

Source: N.Y. Civil Service Law § 50; Traveling Personnel Folder: Personnel Officer Guidelines

Date: Updated May 15, 2019

I. INTRODUCTION

The Department of Citywide Administrative Services (“DCAS”), the municipal civil service commission for the City of New York, obtains fingerprints in order to conduct background investigations, as authorized by Section 50 of the New York Civil Service Law, of candidates for employment and new employees. DCAS submits those fingerprints to the New York State Division of Criminal Justice Services (DCJS) to receive a report of the employee’s record of arrests and prosecutions maintained by DCJS and the Federal Bureau of Investigations (FBI).¹

Currently, the DCJS processing fee is \$75.00 and the FBI processing fee is \$13.25. The FBI waives its fee for law enforcement titles such as Police Officer, Correction Officer, Special Officer, Bridge and Tunnel Officer, Probation Officer, Firefighter, Fire Marshal, and Deputy City Sheriff and other titles that require peace officer or special patrolman status. Accordingly, the total fee for the processing of fingerprints for law enforcement positions is \$75.00, and the total fee for non-law enforcement positions is \$88.25.

II. POLICY

A. General Policy regarding New Hires

1. **Employees:** DCAS requires all individuals newly appointed by an Agency under the jurisdiction of the Commissioner of DCAS to submit fingerprints. The newly hired employees pay for the applicable fingerprint processing fee. However, agencies may in their discretion pay the fee for College Aides.
2. **Interns and Trainees (paid and unpaid):** an individual being appointed to the title of Summer College Intern, Summer Graduate Intern, High School

¹ DCAS only submits fingerprints to DCJS. DCJS, in turn, submits those fingerprints to the FBI on the Agency’s behalf. DCAS has delegated responsibility to certain agencies (NYPD, FDNY, DOC, and DOE) to submit fingerprints to DCJS.

Student Aide, or Cooperative Education Trainee must submit fingerprints, the fingerprint processing fee for which will be paid by the hiring agency.

B. Reinstatements and Reappointments (when and when not to submit fingerprints)

1. An individual reappointed more than one year after separation must submit fingerprints and fees in the same manner as a new hire.
2. Fingerprints and fees in connection with civil service reinstatements are handled the same way as a new hire, but those for the Transit Authority and Triborough Bridge and Tunnel Authority must be submitted to DCAS with the reinstatement request.
3. Such individuals referenced under II.B.1 and II.B.2 must pay the fingerprint processing fee.²
4. Fingerprints are not required when an individual is reinstated or reappointed less than one year after separation.

C. Update Actions

1. An individual previously employed by an Agency under the jurisdiction of the Commissioner of DCAS who was not required to submit fingerprints at the time of the previous appointment must submit fingerprints.
2. An individual being appointed to a law enforcement position after having served in a non-law enforcement title must submit fingerprints even if the individual has already submitted fingerprints in connection with a prior appointment to a non-law enforcement position.
3. An individual who was previously employed by CUNY, OTB, HHC, Libraries, School Construction Authority, and Board of Elections or in an Unclassified Services title with the Department of Education must submit fingerprints.
4. An appointing agency may, where it deems it necessary, submit fingerprints in connection with any Update Action not specified in II.C.1-3, above. In those cases, the processing fee must be assumed by the Agency, and not by the individual.

III. ROLE OF DCAS

A. Fees

1. Payment of fees must be made to DCAS and must be paid by U.S. Postal money order, American Express money order, Travelers Express money order, or checks drawn from the appointing Agency's account. Personal checks or cash will not be accepted.

² The submission of fingerprints may, in the discretion of DCAS, be waived for individuals being reinstated after a break in service of more than one year where the reinstatement is pursuant to a decision of a court or the City Civil Service Commission or pursuant to a stipulation resulting from litigation.

2. The money order or agency check must be attached to the fingerprint card and forwarded to:

DCAS Investigation Unit
One Centre Street, Room 2180
New York, New York 10007

B. Rejected Fingerprints

DCJS and the FBI reject fingerprints when the quality of the print is poor and cannot be properly read. It remains the responsibility of the staff of the appointing Agency to ensure the good quality of the prints.

DCJS does not charge a fee for fingerprints that it rejects for poor quality.

The FBI charges its fee of \$13.25 upon the third submission of fingerprints following two rejections of fingerprints from the same individual. This reprocessing fee must be paid by the appointing Agency. The payment, together with the new fingerprint card, must be forwarded to:

DCAS Investigation Unit
One Centre Street, Room 2180
New York, New York 10007

In an effort to avoid the imposition of such a fee by the FBI, DCAS will notify the appointing Agency when DCJS or the FBI has rejected an individual's fingerprints. The appointing Agency may request DCAS's Investigation Unit to reprint the candidate after a rejection.

Lisette Camilo
Commissioner