



Before completing this form, please read the instructions on page 2

Important Information About FBI Record Checks: Your fingerprints will be used to check the criminal history records of the FBI. You have the right to review the information on your FBI record. If you believe your record is incorrect or incomplete, you can request that it be changed, corrected, or updated. For more information and instructions, visit the FBI web site at: https://www.fbi.gov/services/cjis/identity-history-summary-checks.

Table with 4 columns: You need this information to schedule your appointment to be fingerprinted: (with arrow), ORI (NYSBUSDRV), CONTRIBUTOR AGENCY (NYS Department of Motor Vehicles), JOB OR LICENSE TYPE (School Bus Driver)

Section 1: Carrier Information

Form with two fields: 19-A Business ID Number and Billing Account Number (If applicable)

Section 2: Applicant Information

Main applicant information form with fields for Client ID Number, Name of Applicant, Alias/Maiden Name, Home Address, Daytime Phone Number, Date of Birth, Race, Ethnicity, Skin Tone, Hair Color, Eye Color, Place of Birth, Country of Citizenship, and Alien Registration Number.

INSTRUCTIONS

Article 19-A of the New York State Vehicle and Traffic Law requires all individuals who apply for a school bus driver position to be fingerprinted as part of the school bus driver qualification procedure. The required fingerprinting service is being provided by MorphoTrust Enrollment Solutions (MorphoTrust). All school bus driver applicants must be fingerprinted at one of the MorphoTrust ID centers located throughout New York State.

Fingerprinting is done by appointment. Selecting a fingerprinting location, scheduling an appointment, and getting information about the required fee can be done online at www.identogo.com or by calling 1-877-472-6915.

This form must be completed as described below and taken to the fingerprinting site at the time of the appointment. In addition to this form, **the applicant must bring one acceptable proof of identification** (acceptable proofs are listed below under Acceptable Documents for Proof of Identity).

Section 1 - Carrier Information: The carrier must provide the 19-A Business ID number. If the carrier has established an escrow account with MorphoTrust, the carrier must provide the account number in the Billing Account Number field.

Section 2 - Applicant Information: Provide all of the information that is requested. If the applicant holds a driver license in a state other than New York, a 9-digit NYS Client ID number must be obtained; the applicant's carrier must submit form DS-500 (Article 19-A Request for NYS Client ID Number) to the NYS Department of Motor Vehicles Bus Driver Unit. Form DS-500 is available on DMV's website at dmv.ny.gov

NOTE: The applicant's name and date of birth written on this form must exactly match the name and date of birth as it appears on the driver license.

ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY

**School bus driver applicants *MUST* bring one proof of identification to the fingerprinting site.
The identification document must be valid and NOT expired.**

- ◆ Driver license issued by a state or outlying possession of the U.S.
- ◆ ID card issued by a federal, state, or local government agency or by a Territory of the United States
- ◆ State ID card (or outlying possession of the U.S.) with a seal or logo from state or state agency
- ◆ Commercial driver license issued by a state or outlying possession of the U.S.
- ◆ Canadian driver license
- ◆ Employment Authorization document that contains a photograph
- ◆ Foreign passport
- ◆ Military Dependent's Identification Card
- ◆ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- ◆ U.S. Coastguard Merchant Mariner Card
- ◆ U.S. Military Identification Card
- ◆ U.S. Passport
- ◆ U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)

IMPORTANT!

This form, when completed, provides personal information which is confidential. The completed form should not be left at the fingerprinting site - the applicant should either retain it for his/her records or dispose of it properly (shredding it is recommended).

- When completed, this form must not be retained, photocopied, or otherwise reproduced by the MorphoTrust staff.
- The information provided on this form must not be retained by the MorphoTrust staff.

Please direct any questions to the New York State Department of Motor Vehicles Bus Driver Unit at (518) 473-9455.