

ULSTER COUNTY PERSONNEL DEPARTMENT

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MICHAEL P. HEIN
County Executive



SHEREE CROSS
Personnel Officer

JAMES FARINA
Director of Employee Relations

**ULSTER COUNTY
CRIMINAL BACKGROUND INVESTIGATION
CONDITIONAL OFFER OF EMPLOYMENT
STATEMENT**

This is to confirm that the offer of employment extended to you is conditional pending successful completion of a criminal background investigation as stipulated by Local Law 14 of 2007.

A criminal background check will be initiated by the Ulster County Personnel Department and conducted by the New York State Division of Criminal Justice Services (DCJS), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program) or any law enforcement agency. The Ulster County Personnel Officer will receive the results of the investigation.

Prior to your scheduled employee orientation at the Personnel Department, you must be fingerprinted at an IdentoGO by MorphoTrust USA Live Scan Location. (please see attached paperwork for details)

If you have any questions, please contact the Ulster County Personnel Department at (845) 340-3532.

**CRIMINAL BACKGROUND INVESTIGATION
FINGERPRINT PROCEDURES
IdentoGO by MorphoTrust USA**

To complete the criminal background investigation conducted by the Ulster County Personnel Department, follow the procedures listed below to be fingerprinted at an IdentoGO by MorphoTrust USA Live Scan location. **You must be fingerprinted prior to attending your scheduled orientation.**

1. Please schedule an appointment for fingerprinting either on the www.identogo.com website or by calling the toll free call center at (877) 472-6915. When scheduling an appointment via the IdentoGO by MorphoTrust USA website, print out the confirmation page and bring it to the appointment.

Note that on the IdentoGO by MorphoTrust USA website, the locations in the Ulster County area are in "Southern NY".

2. The appointment scheduling process requires you to provide the ORI number and Account number for the Ulster County Personnel Department, as well as Fingerprint Reason. Please contact your new supervisor to obtain these numbers and reason to be fingerprinted.
3. Bring two forms of identification to the fingerprinting appointment, at least one of which must have a photo.
4. At the appointment, your two forms of identification will be reviewed, fingers printed and a photo taken.
5. You will receive two signed receipts at the end of your fingerprinting session. Please provide one of the receipts to the Ulster County Personnel Department at your orientation.

Note: There is no charge to the prospective employee for this service.