

DUTCHESS COUNTY
CRIMINAL BACKGROUND INVESTIGATION
L-1 ENROLLMENT SERVICES FINGERPRINT PROCEDURES

To complete the criminal background investigation being conducted by the Dutchess County Department of Human Resources, you must follow the procedures listed below in order to be fingerprinted at an L-1 Enrollment Services Live Scan Location.

YOU MUST BE FINGERPRINTED, AND THE RESULTS OF THE BACKGROUND INVESTIGATION MUST BE REVIEWED, PRIOR TO YOUR FIRST DATE OF EMPLOYMENT WITH DUTCHESS COUNTY.

1. Please schedule an appointment for fingerprinting by going to the www.L1enrollment.com website or by calling the L1 toll-free call center at (877) 472-6915. Appointment scheduling via the website is available 24 hours a day, 7 days a week, 365 days a year. Appointment scheduling via the call center is available 9am – 9pm Monday through Saturday. If you schedule your appointment via the L-1 website, please print out the confirmation page and bring it with you to your appointment.

Please note that on the L-1 Enrollment website, the L-1 locations in the Dutchess County area are listed in the “Southern NY” section.

2. The appointment scheduling process requires you to provide the ORI number for the Dutchess County Department of Human Resources and the fingerprint reason listed below:

ORI Number:	NY922215Z
Fingerprint Reason:	Employee Applicant

3. Currently there is a charge of **\$102.25** for this service. You are responsible for paying for the criminal background investigation. If you schedule your appointment by calling the toll-free call center, you may pay by credit card. If you schedule via the website you must bring a money order or personal check to the fingerprint site. You cannot pay by cash or by credit card at the fingerprinting site.
4. Please go to your appointment at the fingerprinting location and bring two (2) forms of identification with you, at least one of which must have a photo. When you schedule your appointment, you will be given the options of what forms of identification are considered acceptable.
5. At the fingerprinting location, the identification documents will be reviewed, your fingerprints will be rolled and your photo taken. The confidential results will be reviewed by our Equal Employment Opportunity Officer and your department head will be notified of your approval to commence work.

DUTCHESS 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.

A criminal background check will be initiated by the Dutchess County Department of Human Resources and conducted by the New York State Division of Criminal Justice Services (DCJS), the Federal Bureau of Investigation (FBI), 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 Equal Employment Opportunity Officer for Dutchess County will receive and review the confidential results of the investigation.

Prior to your employment with Dutchess County, you must be fingerprinted at an L-1 Enrollment Services Live Scan Location. (please see attached paperwork for detailed procedures).

Should you have any questions, please contact Melanee Brady in Human Resources at (845) 486-2169.

Dutchess County Department of Human Resources

This Authorization Must Be Completed By All Applicants

The undersigned applicant hereby authorizes the Human Resources Department of the County of Dutchess to investigate matters necessary for the verification of the qualifications of the applicant, including fingerprint supported background histories. The applicant hereby authorizes the Human Resources Department of the County of Dutchess to examine any and all records, files or other information relating to the applicant in possession of any Federal, State or Municipal authority, including any such records that are available in any police department or other law enforcement agency. The applicant voluntarily releases from liability all persons or entities supplying or collecting such information. In addition, the applicant acknowledges that they have received a copy of Article 23-A of New York State Correction Law (attached), advising them of the rights of those having previous criminal convictions.

Signature

Printed Name

Date

Title of Position

Department

This form MUST be completed and returned to the Dutchess County Department of Human Resources BEFORE the results of the background investigation can be reviewed. You cannot commence employment until the results have been reviewed and approved.

You may fax, mail or return this form in person to:

Dutchess County Department of Human Resources
22 Market Street, 5th Floor
Poughkeepsie, NY 12601

FAX: (845) 486-2186