



**THE STATE OF NEW YORK
SURROGATE'S COURT
COUNTY OF ONTARIO**
COURTHOUSE, ROOM 130, 27 NORTH MAIN STREET
CANANDAIGUA, NEW YORK 14424-1447
PHONE: 585-396-4054
FAX: 585-396-4812
Email: esimpson@courts.state.ny.us

FREDERICK G. REED
JUDGE

ELIZABETH T. SIMPSON
CHIEF CLERK

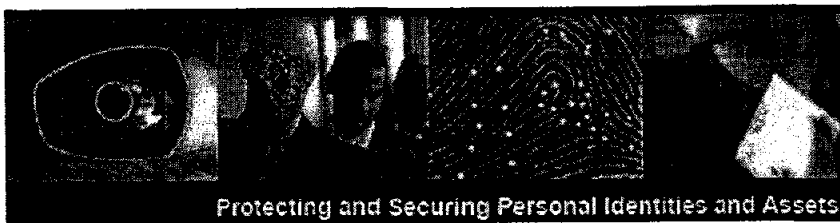
FINGERPRINTING PROCEDURE

ORI NUMBER: NY034SC3J

FINGERPRINT REASON: Adoption/Guardianship

***Be sure to have the above information available when scheduling an appointment for fingerprinting.**

- 1) To schedule an appointment for fingerprinting, go to the www.L1enrollment.com website which is available anytime, or call their L-1 toll free call center at (877)427-6915. Appointment scheduling via the call center is available 9:00am - 9:00pm Monday through Saturday. **If an appointment is scheduled through the website, be sure to print out the confirmation page and bring it with you to your appointment.**
- 2) Select the most convenient location to get fingerprinted from the attached list. The list of available locations can also be found on the www.L1enrollment.com website. Select "NY" and then click on "Locations" to view the listing.
- 3) The fingerprinting fee charged by L-1 is currently \$11.50. Payment can be made online when scheduling your appointment or at the fingerprinting appointment by personal or business check, government check, certified check, bank check, money order, or credit card. Payment should be made out to "L-1 Enrollment Services". (The L-1 vendor fee relates to the software equipment, and staffing costs in connection with the services they are providing to capture and transmit the electronic fingerprint submission.)
- 4) You will need to bring 2 forms of identification with you to the fingerprinting location. At least one form of identification must have a photo. Examples of acceptable forms of identification include driver's license, US Passport, Social Security Card, etc..
- 5) Once your fingerprints are taken, L-1 will send them to the Division of Criminal Justice Services (DCJS) for processing. The results will be sent directly to the Court. If there is any problem with your fingerprinting, you will be contacted by L-1 to submit another fingerprint. There will be no further charge for this.
- 6) You will be provided with two receipts at the fingerprinting location indicating your name, site location, date and time, fee paid, and reason for fingerprinting. **Please provide one receipt to the Court and retain the second receipt for your records.**



New York: Locations

Location Listing for NY

Please proceed to the registration page and register for your fingerprinting.

Click here to schedule online or call toll-free (877) 472-6915 or for TTY/TTD applicants, please call (877) 219-0199

Location listing is accurate as of Tuesday November 24th 2009 9:35:35 AM CST - locations are subject to change without notice.

[CENTRAL NY] [EASTERN NY] [LONG ISLAND] [NEW YORK METRO] [NORTHERN NY] [SOUTHERN NY] [WESTERN NY]

<u>Location</u>	<u>Address</u>	<u>Dates & Times</u>
CENTRAL NY		
Syracuse	Syracuse, NY. (1723 Burnet Avenue) [Map (opens new browser)]	M, T, Th, F 8:30-4:30, W 9-8, E/o Sa 9-12
Rome	Rome, NY. (801 N James St) [Map (opens new browser)]	M - F 8-4:00
Johnson City	Johnson City, NY. (569 Harry L. Drive) [Map (opens new browser)]	M 2-5
Horseheads	Horseheads, NY. (2666 Corning Rd.) [Map (opens new browser)]	F 9-3
Bath	Bath, NY. (117 E Steuben St) [Map (opens new browser)]	M - F 8:45-4:00
Ithaca	Ithaca, NY. (1 Culligan Dr.) [Map (opens new browser)]	M 9-3
Auburn	Auburn, NY. (12 Seminary Ave) [Map (opens new browser)]	T 9-3
Oneonta	Oneonta, NY. (176 Main Street) [Map (opens new browser)]	F 9-2
Waterloo	Waterloo, NY. (2468 New York State Rt.414, Po Box 149) [Map (opens new browser)]	Th 2-5
Montour Falls	Montour Falls, NY. (235 South Catherine Street) [Map (opens new browser)]	Th 9-12
Farmington	Farmington, NY. (1160 Corporate Drive) [Map (opens new browser)]	M 8-12, W 10:30 Am - 7 Pm
Norwich	Norwich, NY. (6067 State Highway 12) [Map (opens new browser)]	M 9-12
Cortland	Cortland, NY. (134 Homer Avenue) [Map (opens new browser)]	W 9-3
Penn Yan	Penn Yan, NY. (142 Lake Street) [Map (opens new browser)]	W 9-12
Oneida	Oneida, NY. (136 Lenox Ave) [Map (opens new browser)]	M, T, Th 9-1
Little Falls	Little Falls, NY. (20 Albany St.) [Map (opens new browser)]	M 9-3
Canandaigua	Canandaigua, NY. (4350 Lakeshore Dr.) [Map (opens new browser)]	F 11-3
Lyons	Lyons, NY. (159 Montezuma St.) [Map (opens new browser)]	M - F 9-3
Endicott	Endicott, NY. (301 Nantucket Dr.) [Map (opens new browser)]	T & Th 9-3
Delhi Village	Delhi, NY. (9 Court St) [Map (opens new browser)]	T 11-2
Binghamton	Binghamton, NY. (2-8 Hawley St) [Map (opens new browser)]	Tue, Wed 9-12
Apalachin	Apalachin, NY. (3 Tioga Dr #2) [Map (opens new browser)]	M - F 9:30-4:30
Ithaca	Ithaca, NY. (120 West State St) [Map (opens new browser)]	Wed 9-12
Oneonta	Oneonta, NY. (100 Main St) [Map (opens new browser)]	Mon, Wed 9-12 1-4
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EASTERN NY

Albany - Columbia Circle	Albany, NY. (1 Columbia Circle, Ste 205) [Map (opens new browser)]	M & W 9 - 4:30, T & Th 9-12:30, Sa 10-1:30
Malta	Malta, NY. (101 Saratoga Village Blvd) [Map (opens new browser)]	Th 9-12
East Greenbush	East Greenbush, NY. (568 Columbia Turnpike, Suite 9) [Map (opens new browser)]	M - F 7:30-4:45, Sa 8-12
Schenectady	Schenectady, NY. (100 Nott Terrace) [Map (opens new browser)]	T 9-3
Hudson	Hudson, NY. (16-18 Park Place) [Map (opens new browser)]	M 9-3
Fort Edward	Fort Edward, NY. (1418 Saratoga Rd.) [Map (opens new browser)]	Th 1:30-4:30
Johnstown	Johnstown, NY. (308 N. Comrie Ave) [Map (opens new browser)]	W 9-3
Leeds	Leeds, NY. (704 Rt. 23b) [Map (opens new browser)]	W 2-5:30
Schoharie	Schoharie, NY. (160 Holiday Way) [Map (opens new browser)]	Th 9-2
Fultonville	Fultonville, NY. (123 Riverside Dr.) [Map (opens new browser)]	F 9-12
Albany - Colvin Ave	Albany, NY. (10 Colvin Ave) [Map (opens new browser)]	M - F 9-4:30
Schenectady	Schenectady, NY. (945 Palmer Ave) [Map (opens new browser)]	Tue, Wed 9-12
Schoharie	Schoharie, NY. (138 Grand St, Suite 2) [Map (opens new browser)]	M & Th 9-12
Hudson	Hudson, NY. (160 Fairview Plaza, Suite 284) [Map (opens new browser)]	Coming Soon!
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LONG ISLAND

Hauppauge	Hauppauge, NY. (140 Adams Ave, Suite B13) [Map (opens new browser)]	M&sa 10-1:30, W&f 10-5:30
Kings Park	Kings Park, NY. (21 Pulaski Road) [Map (opens new browser)]	M-f 9-5, Sa 9-1:30
Hempstead	Hempstead, NY. (80 Clinton Street) [Map (opens new browser)]	M-f 8:30-6:30, Sa 9-3
Hicksville - Nassau County	Hicksville, NY. (600 West John St) [Map (opens new browser)]	M, T, W, F 10-4, Th 10-7, Sa 10-2
Riverhead	Riverhead, NY. (42 West Main Street) [Map (opens new browser)]	T, W, Th 8-5
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NEW YORK METRO

Brooklyn - Mcdonald Ave	Brooklyn, NY. (2060 Mcdonald Ave) [Map (opens new browser)]	M, T, Th, 9-5 W 9-7 F 9-4
Queens - Jamaica	Jamaica, NY. (90-24 161st Street) [Map (opens new browser)]	M - F 7-5, Sa 10-2
Queens - Glendale	Glendale, NY. (8000 Cooper Avenue Ste 8307) [Map (opens new browser)]	W, F, Sa 10-1:30
New York - Lexington Ave	New York, NY. (192 Lexington Ave, Suite 12) [Map (opens new browser)]	M, T, W, F 10-5:30, Sa 10-1:30
New York - William St	New York, NY. (130 William St, Suite 530) [Map (opens new browser)]	M, T, Th, F 9-5, W 9-8, E/o Sa 9-1
Queens - Long Island	Queens, NY. (30-07 39th Ave) [Map (opens new browser)]	M - F 9-5
Brooklyn - Flatbush	Brooklyn, NY. (1772 Flatbush Ave) [Map (opens new browser)]	M, T, F 11-8:30, W, Th 9-5, Sa 10-2
Bronx - E 149th St	Bronx, NY. (349 East 149th St, Ste 605) [Map (opens new browser)]	M, T, Th, F 9-5, W 9-5, E/o Sa 10-2
New York - East 43 Street	New York, NY. (132 East 43 Street) [Map (opens new browser)]	M - F 12-7:30
Staten Island	Staten Island, NY. (159 New Dorp Plaza North, Suite 201) [Map (opens new browser)]	M, W, Th, F 10-5, T 10-7, Sa 10-2
Bronx - 540 East 180 St	Bronx, NY. (540 East 180 St, 2nd Floor) [Map (opens new browser)]	M, W, F 9-5, T, Th 9-8, E/o Sa 12-4
New York - 36th Street	New York, NY. (255 W. 36th Street) [Map (opens new browser)]	M - F 10-4:45
New York - 8th Avenue	New York, NY. (481 Eighth Ave., Suite 1570) [Map (opens new browser)]	M - F 9:30 - 4:30
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NORTHERN NY

Potsdam	Potsdam, NY. (11 Maple Street) [Map (opens new browser)]	M - F 8-5:30
Oswego	Oswego, NY. (26 East 1st Street) [Map (opens new browser)]	F 9-3
Plattsburgh	Plattsburgh, NY. (412 Route 3) [Map (opens new browser)]	M 9-5
Lake George	Lake George, NY. (1533 Route 9) [Map (opens new browser)]	W 9-3
Tupperlake	Tupperlake, NY. (45 Museum Dr.) [Map (opens new browser)]	T 10-1

Elizabethtown	Elizabethtown, NY. (7572 Court Street, Suite 2) [Map (opens new browser)]	M - F 9-3
Lowville	Lowville, NY. (7491 State Route*12) [Map (opens new browser)]	Th 9-3
Lake Pleasant	Lake Pleasant, NY. (Hc1 Box 28a) [Map (opens new browser)]	T & W 9-3
Malone	Malone, NY. (227 W Main Street) [Map (opens new browser)]	W 9-5
Watertown	Watertown, NY. (44 Public Square, Suite 21) [Map (opens new browser)]	T 9-5
Ticonderoga	Ticonderoga, NY. (260 Burgoyne Rd.) [Map (opens new browser)]	Th 2-5
Ogdensburg	Ogdensburg, NY. (6765 State Highway 37) [Map (opens new browser)]	F 12-4
Gouverneur	Gouverneur, NY. (1180a State Route 11) [Map (opens new browser)]	M 9-4
Massena	Massena, NY. (10w Orvis St) [Map (opens new browser)]	T 10-3
Old Forge	Old Forge, NY. (3124 State Route 28) [Map (opens new browser)]	E/o T 9-3
Alexandria Bay	Alexandria Bay, NY. (17 Holland Street) [Map (opens new browser)]	W 10-3
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SOUTHERN NY

Scarsdale	Scarsdale, NY. (2 Overhill Road, Ste 280) [Map (opens new browser)]	M, T, F 10-5, W, Th 10-6, E/o Sa 9-1
Goshen	Goshen, NY. (40 Matthews St, Suite 103) [Map (opens new browser)]	M, W, Th, F 8:30-5, T 9-8, 2nd Sa 9-12
Nyack	Nyack, NY. (99 Main Street, Suite 219) [Map (opens new browser)]	M & T 8-1, Th & F 1-8, Sa 10-2
Poughkeepsie	Poughkeepsie, NY. (235 Main St Ste 211) [Map (opens new browser)]	M, W, Th, F 9-5, T 9-5
Liberty	Liberty, NY. (5 Chestnut St) [Map (opens new browser)]	M - F 9-12&1-4
Mount Vernon - S West St	Mount Vernon, NY. (44 S West St) [Map (opens new browser)]	M - F 9-2
Kingston	Kingston, NY. (71 Albany Ave) [Map (opens new browser)]	M, W, Th, F 10-6 T 10-7, E/o Sa 10-2
Mahopac	Mahopac, NY. (960 Route 6 (across From K-mart)) [Map (opens new browser)]	M-f 8:30am-5:30pm, Sat 9am-3:30pm, Sun 10-2pm
Mount Vernon - South 6th Avenue	Mount Vernon , NY. (4 South 6th Avenue) [Map (opens new browser)]	M - F 10:15-4:45
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WESTERN NY

Rochester - Jefferson Rd	Rochester, NY. (1465 Jefferson Road) [Map (opens new browser)]	T, Th, Sa 10-1:30
Buffalo	Buffalo, NY. (560 Delaware Avenue) [Map (opens new browser)]	M 8-7, T - F 8-4, E/o Sa 8-12
Batavia	Batavia, NY. (8250 Park Rd.) [Map (opens new browser)]	Th 11-3
Wellsville	Wellsville, NY. (30 West Dyke St.) [Map (opens new browser)]	W 10:30-4:30
Mt. Morris	Mt. Morris, NY. (130 North Main St.) [Map (opens new browser)]	T 9-3
Lackawanna	Lackawanna, NY. (659 Ridge Road) [Map (opens new browser)]	M, T, W, F 11-5, Th 11-7, E/o Sa 10-2
Rochester - State St	Rochester , NY. (460 State St, Ste 402) [Map (opens new browser)]	M, T, Th, F 8:30 - 4:30, W 9-8, E/o Sa 9-12
Medina	Medina, NY. (200 Ohio Street) [Map (opens new browser)]	M, W - F 8:30-4
North Tonawanda	North Tonawanda, NY. (7264 Nash Road) [Map (opens new browser)]	M 8:30-7, T - F 8-3:45, E/o Su 9-1
Dunkirk	Dunkirk, NY. (10836 Temple Rd) [Map (opens new browser)]	M - F 8-3
Jamestown	Jamestown, NY. (715 Falconer St.) [Map (opens new browser)]	M - F 9-4
East Aurora	East Aurora, NY. (292 Main St) [Map (opens new browser)]	M 1-3, W & Th 10-3, F 10-2
Houghton	Houghton, NY. (9876 Luckey Dr.) [Map (opens new browser)]	T 9:30-2, W 9:30-3:30
Salamanca	Salamanca, NY. (451 Broad St.) [Map (opens new browser)]	T 9:30-2, W 9:30-3:30
Rochester - Monroe Ave	Rochester, NY. (3300 Monroe Ave, Suite 200) [Map (opens new browser)]	M 9-9, T - F 9-5, 1st, 3rd, & 5th Sa 10-2

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