



Department of Health

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Executive Deputy Commissioner

March 18, 2021

DAL: DAL 21-02
DHCBS 21-04
NH 21-02
SUBJECT: Fingerprint appointment timeframes

Dear Administrator:

The purpose of this letter is to provide clarification on the timeframes in which a “prospective employee” must be fingerprinted for Criminal History Record Check (CHRC). This guidance supersedes any previous guidance.

Receipt of a LiveScan in the CHRC “Document Viewer” indicates a “prospective employee” must be fingerprinted in order for a determination to be rendered. Individuals must be scheduled for their fingerprint appointment within 21-days of receiving the initial LiveScan. If the preferred location to attend a fingerprint appointment is not available, the provider must review alternate locations.

As a reminder, pursuant to Public Health Law Article 28-E, Section 2899-a(11), “no provider shall seek, directly or indirectly, to obtain from a prospective employee, temporary employee or employee compensation in any form for the payment for the fee or any facility costs associated with obtaining the criminal history information check required by this article.”

It is strongly recommended each provider review its “roster” in the CHRC application to review the status of each submission and reconcile, as appropriate.

As always, thank you for your continued cooperation.

Sincerely,

Valerie A. Deetz, Deputy Director
Center for Health Care Provider Services and Oversight
Office of Primary Care and Health Systems Management

cc: J. Devik
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