

FINGERPRINTING INSTRUCTIONS

Fingerprinting is mandatory for all contract interpreters.
Please select the most convenient method below to get fingerprinted.

OPTION 1 - Fingerprinting done by the Court

(If you live near a federal court location or are scheduled to interpret at a court location)

1. Contact Penny Price at 315-234-8512 to schedule a time for you to come in to one of the court locations (Syracuse, Albany, Utica, Binghamton) to be fingerprinted by a court employee.
2. Fill out the top portion of the enclosed Fingerprint card as well as the Authorization of Release of Information form. (type or print with black or blue ink) (Refer to enclosed Code List)
3. Bring the Fingerprint card and the Authorization for Release of Information form with you to the appointment.
4. There is no charge for the fingerprinting if it is done by the Court.

OPTION 2 - Fingerprinting done at your local police station

(If you do not live near a federal court location)

1. Contact your local police station to schedule a time to get fingerprinted.
2. Fill out the top portion of the enclosed Fingerprint card as well as the Authorization of Release of Information form. (type or print with black or blue ink) (Refer to enclosed Code List)
3. Bring the Fingerprint card and the Authorization for Release of Information form with you to the police station. Pay the required fee.
4. Mail the fingerprint card back to the Court in the enclosed envelope.

OPTION 3 - For Plattsburgh area interpreters

1. Contact Penny Price at 315-234-8512 to schedule a time for you to visit the Federal Police Officer in Plattsburgh to get fingerprinted.
2. Fill out the top portion of the enclosed Fingerprint card as well as the Authorization for Release of Information form. (type or print with black or blue ink) (Refer to enclosed Code List)
3. Bring the Fingerprint card and the Authorization for Release of Information form with you to the appointment.
4. There is no charge for the fingerprinting.