

Instructions for Fingerprints - Nassau County

If you do not have 2 forms of photo identification, you will need to follow these instructions to get your fingerprints in Nassau County.

1. Go to **Nassau County Family Court, 1200 Old Country Road, Westbury, NY, 11590 - Room 108**
2. Tell them that you need to get fingerprints taken for your guardianship proceedings
3. Ask for a fingerprint card for "Nassau County Family Court ORI Number (NY029113J)"
4. Complete the attached information form
5. Go to a local precinct (police station) to get fingerprints taken
 - a. **For example: Third Precinct 214 Hillside Ave, Williston Park, NY 11596. Phone #: (516) 573-6300 between the hours of 9-12 or 2-4.**
 - b. Bring your passport and proof of your residency (apartment lease with your name on it, non driver state id, bills, or anything else with your name and address that shows where you are living
6. Sign the attached "Affidavit Regarding Chain of Custody" and get it notarized
7. Return to the Clerk's office (Room 108) at the Nassau County Family Court
8. Give the clerk's office the following items:
 - a. completed fingerprint card
 - b. notarized affidavit regarding chain of custody
 - c. completed information sheet,
 - d. payment – Credit card **or** cashier's check for \$9.95 payable to "Morpho Trust USA"

Instrucciones de huellas dactilares - Condado de Nassau

Si usted no tiene 2 formas de identificación con foto, deberá seguir estas instrucciones para obtener sus huellas digitales en el condado de Nassau.

1. Vaya al condado de Nassau Tribunal de Familia (Nassau County Family Court), 1200 Old Country Road, Westbury, NY, 11590 - Room 108
2. Dígales que usted necesita obtener las huellas dactilares tomadas para su procedimientos de tutela
9. Pida una tarjeta de huellas digitales para "'Nassau County Family Court ORI Number (NY029113J)"
3. Complete el formulario de información adjunto
4. Vaya a una comisaría local para obtener huellas dactilares
 - a. Por ejemplo, Tercer Precinto 214 Hillside Ave , Williston Park, NY 11596.
 - b. Teléfono: (516) 573-6300 en el horario de 9 AM a 12 PM, y 2 PM a 4 PM.
 - c. Lleve su pasaporte y prueba de su residencia (apartamento de alquiler con su nombre en él; identificación de estado; facturas o cualquier otra cosa con su nombre y dirección que muestra donde vive
5. Firme la Affidavit Regarding Chain of Custody ("Declaración jurada Respecto Cadena de Custodia" adjunta y obtener un notario
6. Volver a la oficina del Secretario (Habitación 108) en la Corte del Condado de Nassau Familia
7. Dar la oficina del secretario de los siguientes elementos :
 - a. tarjeta de huellas digitales
 - b. declaración jurada respecto de la cadena de custodia (Firmado y notariado)
 - c. Ficha Informativa
 - d. pago - tarjeta de crédito o cheque de caja por \$9.95 a nombre de " Morpho Trust USA"

Affidavit Regarding Chain of Custody

STATE OF NEW YORK)

ss.:

COUNTY OF NASSAU)

_____, being duly sworn, deposes and says:

1. I presently reside at _____
2. On _____, around _____ am/pm, I obtained the fingerprint card from Nassau County Family Court), 1200 Old Country Road, Westbury, NY, 11590 - Room 108.
3. On _____, around _____ am/pm I appeared with the fingerprint card to the police station located at _____ where I had my fingerprints taken .
4. The fingerprints card remained in my possession for the entire time.

The contents of this Affidavit are true and correct and based upon my personal knowledge.

NAME

Sworn to before me this

_____ day of _____, 2015

Notary Public

