



## New York Civil Fingerprint

### Vendor-Managed Network

IDEMIA Identity and Security USA, LLC (“IDEMIA”) is pleased to offer a new service - No Charge Authorization Codes (NCAC), also referred to as coupon codes. This service will allow you to establish an account that is backed by a major credit card (currently VISA, MasterCard, Discover and AMEX).

The benefit of a credit card-backed NCAC account is that your credit card is charged ONLY when one of your applicants is fingerprinted and an NCAC is redeemed. The applicant may select “coupon code” as a payment method during applicant registration. The coupon code will need to be provided to the enrollment agent on site as payment at the time of service.

NCACs will expire 6 (six) months from date of issuance or at the credit card expiration date, whichever comes first. Expired NCACs will not be charged to your credit card. This design feature assists you in controlling the distribution of NCAC codes and assists in preventing fraud. The assigned primary contact for your account will be responsible for issuing and controlling the use of NCACs provided. The assigned primary contact should request all applicants to provide a copy of their enrollment receipt in order to assist you with your record-keeping.

Please review the following guidelines before you open an NCAC account:

- A minimum of 50 (fifty) NCAC codes per service type must be requested at any one time.
- Customers may open only one account per tax ID number and billing address.
- Complete and return the attached NCAC Agreement, Credit Card Authorization and Customer Account Information forms in their entirety to our Billing department via fax at 952-945-3326.
- The Customer Account Information form is used to identify those email addresses to which IDEMIA should send NCACs for your account.
- Upon receipt and execution of the requested documentation, IDEMIA will provide your assigned primary contact with NCAC’s. Allow 3-5 business days for processing.
- Your nine-digit Federal tax ID number or EIN number will be the identifier for your account, along with an account name. The assigned primary contact must provide this information to order additional NCACs.
- Additional NCACs may be requested by submitting a re-order form, located at the “Download Forms and Links” section on our web site, <https://www.identogo.com/locations/New-York>. All re-order forms must be submitted via email to: [NYUEPAccounts@us.IDEMIA.com](mailto:NYUEPAccounts@us.IDEMIA.com).
- **You will be charged a \$1 convenience fee for every applicant who uses an NCAC code assigned to your account.**

If the NCAC payment method does not work for you, other payment options are available.

- Credit Card onsite (Card holder must be present)
- Money Order, Cashier’s Check or Business Check per individual fingerprinting applicant

1. Pre-enroll and schedule a fingerprint appointment in the State of New York at <http://uenroll.identogo.com/> .
2. When prompted to choose the form of payment, select the Coupon Code option.
3. NCAC “Coupon Codes” are associated with a specific applicant type. Be sure the NCAC provided to the applicant is associated with the proper applicant type. Otherwise, the applicant will be prompted for another form of payment at the enrollment session as the applicant will be required to pay for his or her enrollment with a payment method other than Coupon Code.
4. IDEMIA will provide your applicants with a receipt, indicating confirmation of payment by NCAC. This is not a credit card receipt and does not; therefore reflect the \$1 per-applicant fee.
5. Ensure that the applicant retains or returns a copy of the receipt to you for your records if needed for auditing requirements. The applicant may ask for more than one copy of their receipt at the enrollment center at the time of fingerprinting.





*Customer Account Information*

Legal Company Name: \_\_\_\_\_

Legal Address: \_\_\_\_\_  
\_\_\_\_\_

Tax ID: \_\_\_\_\_ \*if tax exempt submit exemption certificate

Primary Contact Name: \_\_\_\_\_

Primary Contact Phone : \_\_\_\_\_

Primary Contact Email : \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Contact Phone : \_\_\_\_\_

Secondary Contact Email : \_\_\_\_\_

Please fax this form back with initial NCAC agreement and credit card authorization to  
**\*Please note if contact information in the future needs to be changed, it must be done so through email to:  
[NYUEPAccounts@US.IDEMIA.com](mailto:NYUEPAccounts@US.IDEMIA.com) by an established POC.**



NY

### UEP Credit Card Authorization

Current Date:

Nine Digit Tax ID or EIN Number:

IF HAND WRITING, PLEASE PRINT LEGIBLY

CUSTOMER INFORMATION	
Company Name:	Contact Email Address:
Customer Contact:	Contact Phone Number:

### CUSTOMER AUTHORIZATION

By signing below, I authorize IDEMIA to charge my credit card ending in  (last four digits of card) for the full transaction value of each unique 'Authorization Code' presented for the purpose of completing any UEP transaction performed on my company's behalf.

Signature (must be physical signature):

Printed Name:  Email:

To Be Retained

To Be Destroyed

CARD HOLDER INFORMATION		
Full Name on Card:	Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Discover <input type="checkbox"/> American Express
Credit Card Number:	Expiration Date:	CSV Code:

IDEMIA - Billing Department – 340 Seven Springs Way, Ste. 200, Brentwood, TN 37027

**FAX COMPLETED AUTHORIZATION FORM TO: 615-993-5983**