



# Office of General Services Business Services Center

BSC Payroll Administration  
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Albany, NY 12226-1900  
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## Payroll Deduction Authorization for Employment Criminal History Search Fees

Applicant Information				
Agency Name			Agency Code	
Last Name	First Name	MI	Employee Id Number (N#)	PayServ Deduction Code
				431 - Fingerprinting Fee
Authorization				

To the Business Services Center:

I hereby authorize you to deduct the following amount as payment for conducting the criminal history search required for my employment. This deduction will be taken from salary check beginning in the pay period in which my form is received by the Business Services Center. I understand I may not revoke or modify this authorization, and that any future criminal history searches, which must be conducted as part of my present position, may not be paid for using this payroll deduction.

**OMH**

**OPWDD**

**DCJS**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Important Notice

*Criminal history search transactions may be rejected by the Division of Criminal Justice Services (DCJS) for a variety of reasons, such as missing information and/or poor fingerprint quality.*