



# Rutgers Police Department

NEWARK DIVISION  
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March 15, 2008

To: Persons requesting fingerprint checks  
From: Lt. Bradley M. Morgan

**As of March 15, 2008 all request for NON-CRIMINAL fingerprints must be directed to contact Sagem Morpho Inc. to schedule an appointment.**

## Individual Criminal Background Checks

The Division of State Police, Criminal Information Unit (CIU) provides criminal history record background checks to any individual requesting a copy of his/her own record. A personal record request is typically for the purpose of:

- GOOD CONDUCT
- IMMIGRATION
- NATURALIZATION
- PERSONAL RECORD
- VISA
- INTERNATIONAL ADOPTION
- FOREIGN BUISINESS
- EXPUNGMENT

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## Instructions For Obtaining Your Criminal History Record

An individual may obtain a criminal history record check via electronic live scan at one of the approved sites. The New Jersey State Police uses the live scan fingerprinting services provided by Sagem Morpho, Inc., a private company under contract with the State of New Jersey. In order to be fingerprinted for one of the purposes listed above, you are required to contact Sagem Morpho to schedule a time and place to have your fingerprints recorded. The quickest and easiest way to schedule your appointment is via the Web at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Web scheduling is available 24 hours per day,

seven days per week. Applicants who do not have Web access should call Sagem Morpho at the company's toll-free telephone number, 1-877-503-5981 (Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 8:00 a.m. to 12:00 noon). Sagem Morpho provides a toll-free TTY telephone number, 1-800-673-0353, for hearing-impaired applicants with a modem-equipped telephone. Spanish-speaking operators are available upon request.

You must download the appropriate Universal Form and bring this form with you to your scheduled fingerprint appointment. In addition to this form, you must bring proper identification as outlined on the form. The home address that you fill out on the attached form should be the same as the home address printed on the identification that you provide to Sagem Morpho Inc. **YOUR ADDRESS MUST BE COMPLETE AND ACCURATE IN ORDER TO PROPERLY MAIL BACK THE RESULTS OF YOUR CRIMINAL HISTORY BACKGROUND CHECK.** To ensure accuracy, please legibly complete blocks #9 thru #26 on the front of this form prior to scheduling your appointment.

The fee for this service is \$41.00. Acceptable methods of payment are credit card, electronic debt check or money order. At the time of scheduling your appointment, payment will be required and charged to your account. Appointments must be canceled by noon on the business day prior to your scheduled time (you must cancel by Saturday at noon for a Monday appointment). If you fail to cancel your scheduled appointment, you will forfeit the \$11.00 portion of your fingerprint fee that is payable to Sagem Morpho. You will also forfeit the \$11.00 fee if you fail to bring the Universal Fingerprint Form and proper ID when having your fingerprints scanned.

Failure to utilize the Universal Form for its intended purpose and/or failing to provide complete and accurate information may result in having to be fingerprinted again and incurring additional costs. Questions or revisions to responses must be made within a ninety-day period or the full process will have to be completed again. If you do not receive your response within 10 working days please contact the Criminal Information Unit.

Any questions regarding the use of this form can be directed to the New Jersey State Police, Criminal Information Unit at 609 882-2000 ext. 2918

Please select from the following background checks below:

[FORM A - \(PDF 113kb\)](#)

Applicants that require one of the following fingerprint based background checks and need the results mailed back to the applicant's address must use form "A". (A Criminal Hit will result in full disclosure of criminal record)

- Good Conduct
- Immigration
- Naturalization
- Personal Record
- Visa

- Expungement

[FORM B - \(PDF 113kb\)](#)

Applicants that require one of the following fingerprint based background checks and need the results **notarized** and mailed back to the applicant's address must use form "B". (A Criminal Hit will result in full disclosure of criminal record)

International Adoption Requiring Notarization

Foreign Business Requiring Notarization

PDF files require a free reader available from [Adobe](#).

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### Noncriminal Justice Licensing / Employment Requests

N.J.A.C. 13:59-1 et seq. provides background checks for noncriminal justice licensing or employment to the following:

- Governmental entities of this State, the federal government or any other state for any official governmental purpose;
- A person or non-governmental entity of any State for employment, volunteer work or other performance of services;
- Private detectives, licensed by the Division of State Police, for the purposes of obtaining information pursuant to their statutorily authorized functions

There are two (2) options available to a requester to conduct a noncriminal licensing / employment check.

#### **State Fingerprint Check**

A requester may elect to conduct a more thorough check, based on a fingerprint comparison by downloading and using the proper Universal Form provided in this section. The fee for electronic fingerprinting is \$41.

[FORM C - \(PDF 115kb\)](#)

Applicants that require a fingerprint based background check for employment purposes and need the results mailed back to the applicant's address must use form "C". (A Criminal Hit will result in convictions and pending data only)

Employment – **response returned to applicant**

(If response needs to be returned directly to employer use Form D)

[FORM D - \(PDF 116kb\)](#)

Applicants that require a fingerprint based background check for employment purposes and need the results mailed back to the employer address must use form “D”. (A Criminal Hit will result in conviction and pending data only)

**YOUR EMPLOYER ADDRESS MUST BE COMPLETE AND ACCURATE IN ORDER TO PROPERLY MAIL BACK THE RESULTS OF YOUR CRIMINAL HISTORY BACKGROUND CHECK.**

See complete instruction on downloaded forms.

Employment – **response returned to employer**

(If response needs to be returned directly to applicant use Form C)

**PDF files require a free reader available from [Adobe](#).**

Any questions regarding the information on these forms, or if you fail to receive your response after ten working days once fingerprinted, can be directed to the New Jersey State Police, Criminal Information Unit at 609 882-2000 ext. 2918.