

## Instructions For Obtaining Your Criminal History Record

An individual may obtain a criminal history record check via electronic live scan at a site approved by the New Jersey State Police. The New Jersey State Police utilizes the services provided by IDEMIA, a private company under contract with the State of New Jersey. In order to be fingerprinted, you are required to contact IDEMIA to schedule a time and place to have your fingerprints captured at an Identogo site.

The quickest and easiest way to schedule your appointment is via the internet at <https://uenroll.identogo.com/>. Applicants who do not have internet access should call IDEMIA 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). Spanish-speaking operators are available upon request. You must bring proper identification with your current home address as outlined on IDEMIA's website.

You must schedule your appointment using a unique Service Code which specifies the reason for fingerprinting, and IDEMIA has assigned a unique Service Code for expungements. **Code 2F1BJG should be used.** The use of this Service Code ensures that applicants are being printed for the correct purpose and are not accidentally or incorrectly being processed for a service they don't need.

The fee for this fingerprinting service is **\$42.80**, which includes the **\$12** vendor fee and associated state sales tax. The following forms of payment are accepted: VISA, Master Card, American Express, Discover, prepaid debit cards, or electronic debit (ACH) from a checking account. Payment will be collected at the IDEMIA fingerprint site on the day of the scheduled appointment. Appointments must be canceled by 5:00 p.m. on the business day prior to your scheduled time (you must cancel by Saturday at noon for a Monday appointment).

Failure to provide complete and accurate information may result in having to be fingerprinted again and incurring additional costs. There are no refunds once a criminal history background check is completed. Questions or revisions to responses must be made within a ninety-day (**90**) period or the full process will have to be repeated. If you do not receive your response within ten (**10**) working days please contact the **Criminal Information Unit at 609 882-2000 ext. 2918** or [CIU@gw.njsp.org](mailto:CIU@gw.njsp.org).

Any questions regarding the New Jersey Criminal History Record Check Process can be directed to the New Jersey State Police, **Criminal Information Unit at 609 882-2000 ext. 2918** or [CIU@gw.njsp.org](mailto:CIU@gw.njsp.org) or may be found on their website – <http://www.njsp.org/criminal-history-records/>