

**New Jersey Department of Health
P.O. Box 359
Trenton, NJ 08625-0359**

TO: All Candidates for Certification as a Nurse Aide

SUBJECT: Fingerprint Process

New Jersey law requires that every candidate for certification as a nurse aide must submit to a fingerprint process before the Department can grant certification (N.J.S.A. 26:2H-83, et seq.). You must provide fingerprint impressions that will be used to check the criminal history records of the New Jersey State Police and the Federal Bureau of Investigation (FBI) to determine if you have been convicted of a disqualifying offense. Also, we will be notified if you are convicted of an offense at a later date.

In order to have your fingerprints taken, you must make an appointment with the vendor designated by the New Jersey State Police to take fingerprint impressions. To make an appointment please go to <https://uenroll.identogo.com> and provide the following information:

SERVICE CODE: 2F13B1
CONTRIBUTOR CASE NUMBER: CNA

On the day you report for your fingerprint appointment you **MUST BRING A PHOTO ID ISSUED BY A GOVERNMENTAL AGENCY** (see the list of approved identification documents on reverse side). **US Citizens will be required to enter their social security number* at the time of your fingerprint appointment. Failure to provide the social security number will prevent you from completing the appointment. Be sure to have your number available at the time you are fingerprinted.** Failure to follow these directions will result in your being turned away at the center, and will require you to make a second trip. If you do not have access to the Internet, call MorphoTrust toll-free at **(877) 503-5981**** during regular business hours. **You are not required to pay for these services.** The Department of Health will pay for your fingerprints and the scanning service. Remember, you must still complete a notarized "Criminal Background Investigation Application" and mail it to the Department. Failure to complete the application can result in denial of certification or a delay in processing your results.

You have the right to know that we do not share, disseminate or disclose the information we receive during this process and that we do not retain the information after it is used. Also, if we inform you that we have found information that could disqualify you from certification you have the right to complete the record and/or challenge the accuracy of the criminal history before we act on the information. You will be given at least thirty days to correct or complete the record. We will provide you with information on how to correct your record or challenge the accuracy of the criminal history report as well as the source of the information in the notice we send to you.

Please take a moment to review the Federal Privacy Act Statement and a statement of your rights as an applicant submitting fingerprints for a non-criminal justice purpose found online at www.nj.gov/health/fingerprinting. It is also posted in the fingerprint enrollment centers. Your signature when you get fingerprinted indicates that you have received the notice and consent to having your fingerprints submitted for this purpose. Thank you for your cooperation with this process. Please call us at (866) 561-5914 if you need more information or if you have any questions.

*Privacy Act Notice (PL 93-579) The submission of social security numbers are mandatory for nurse aides pursuant to 42 USC 666 and N.J.S.A. 2A:17-56.44(e), and are used to uniquely identify candidates for nurse aide certification and to comply with child support order enforcement pursuant to N.J.S.A. 2A:17-56.41, et seq.

**** Hearing and sight impaired candidates may call the NJ Relay Service at 711 or (800) 852-7899.**

3/2020

CERTIFIED NURSE AIDE APPLICANTS

SERVICE CODE: **2F13B1**

CONTRIBUTOR CASE NUMBER: **C N A**

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within the United States.

Juveniles

- Approved Document list as shown above; or
- Photo ID Waiver for Minors (Only needed in special circumstances)
 - Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
 - Birth Certificate bearing an official seal or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S.)
 - Social Security Card

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the Service Code and Contributor Case Number listed above. (*Service Code is unique to your application. Do not use this code for another purpose.*)

Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.