

In order to have fingerprints scanned, the applicant must contact the vendor designated by the New Jersey State Police to take fingerprint impressions. The vendor, Sagem-Morpho, will provide telephone and web based appointments. The required universal form for fingerprinting must be downloaded from the New Jersey State Police , Private Detective Unit Homepage, <http://www.njsp.org/about/private-detective.html> , “Forms to Download” section. All Private Detective initial and renewal applications are available on this site as well.

Select and complete the appropriate Universal Form for your fingerprinting needs, then contact Sagem-Morpho to schedule an appointment via the Internet or telephone. The applicant will be given an appointment and an Applicant ID number. The applicant must present the universal form and Applicant ID number when reporting to the Live Scan site and must bring a PHOTO ID ISSUED BY A FEDERAL, STATE, OR COUNTY AGENCY.

**FOR ALL NEW EMPLOYEES, other than Officers and Qualifiers, block number 7 of the universal form MUST CONTAIN THE FOUR-DIGIT AGENCY LICENSE NUMBER.**

Failure to follow these instructions will result in the applicant being turned away at the fingerprinting site and require rescheduling another appointment.

Once fingerprinting has been completed, the applicant will be given a receipt.

#### **INITIAL LICENSE APPLICANTS (OFFICERS AND QUALIFIERS ONLY):**

Anyone applying for a New Jersey Private Detective license will contact the New Jersey State Police, Private Detective Unit, and receive a temporary agency license number. This number will be utilized in block 7 of the Universal Form. Applicants will contact the Private Detective Unit at (609) 633-9835 or via email: [pduj@gw.njsp.org](mailto:pduj@gw.njsp.org). Email must include applicant’s name, social security number and phone number. Private Detective License applicants must submit the fingerprint receipt to the Private Detective Unit with the initial/renewal application.

#### **NEW EMPLOYEES OF LICENSED AGENCIES:**

**New employees** will supply their fingerprinting receipt to their employer. The employer will maintain a copy in the employee file and forward the original to the New Jersey State Police, Private Detective Unit with the requisite \$15.00 registration fee. The employees’ name, date of birth, and social security number will be provided on company letterhead. Multiple employees and receipts may accompany a single check.

## **SCHEDULING APPOINTMENTS**

#### **WEB BASED SCHEDULING**

As an alternative to scheduling via the Call Center SAGEM MORPHO offers appointment scheduling via a dedicated web site. <http://www.bioapplicant.com/nj>

#### **Scheduling Procedure**

Payment Via Credit Card, Debit Card or Check

Applicant obtains and completes the Universal Form

Applicant utilizes any PC with Internet access to contact the web-scheduling site

at <<http://www.bioapplicant.com/nj>> .

Applicant enters demographic data from the Universal Form

Applicant enters credit card, debit card with MasterCard or VISA logo, check information or payment authorization by agency.

Applicant selects date, time and location of appointment and records this information along with an Applicant ID number, on the Universal Form.

Applicant presents Universal Form to technician at time of printing.

-OR

Payment via Money Order

Applicant obtains and completes the Universal Form

Applicant utilizes any PC with Internet access to contact the web-scheduling site at <<http://www.bioapplicant.com/nj>> .

Applicant enters demographic data from the Universal Form

Applicant mails money order and provides additional information as instructed on the web site.

Applicant waits 3 business days to complete the scheduling process via the web site by again contacting the web site at <<http://www.bioapplicant.com/nj>> .

Applicant selects date, time and location of appointment and records this information along with an Applicant ID number, on the Universal Form.

Applicants will be able to access the web site as many times as they choose during the scheduling process. Actual scheduling of an appointment will not occur until the demographic entry and payment processing have been completed in full.

Applicants MUST bring their completed Universal form and acceptable photo ID to the fingerprinting site to complete processing.

### **CALL CENTER PROCEDURES**

Credit Card, Debit Card or Payment via Check at Time of Scheduling

Applicant completes and retains Universal Form

Applicant contacts the call center toll free number (877) 503-5981 and schedules an appointment.

Applicant provides credit card, debit card with MasterCard or VISA logo or check information.

Credit, debit or check billing is verified.

Applicant is given an appointment and an Applicant ID number.

Applicant must retain a copy of the Universal Form for his/her use when contacting the call center toll free number to schedule an appointment, and for presentation to the fingerprint technician at the time the applicant is fingerprinted.

-OR

Money Order Payment at Time of Fingerprinting

Applicant completes and retains Universal Form.

Applicant contacts call center toll free number to schedule an appointment.

Applicant is given an appointment and an Applicant ID number.

Applicant pays via money order at time of fingerprinting.

Applicant presents Universal Form to fingerprint technician at the time of fingerprinting.

Applicants **MUST** bring their completed Universal form and acceptable photo ID to the fingerprinting site to complete processing.

### **Cancellation Procedures/No Show Fee**

Deadlines for notifying the Call Center when an applicant is unable to be present for their scheduled appointment are as follows:

Tuesday - Saturday Appointments: 12:00 Noon on the day prior to the scheduled appointment.

Monday Appointments: 12:00 Noon on the Saturday prior to the scheduled appointment.

***There is no charge to an applicant who cancels or reschedules an appointment prior to the above deadlines.***

An applicant who fails to notify the Call Center or web site in accordance with the cancellation deadlines provided above would be issued a partial refund for the portion of their fee that covers the cost of the State and/or Federal search. \$11 of the fee paid to SAGEM MORPHO for scheduling the appointment will not be refunded.

When rescheduling after failing to keep a scheduled appointment and providing no advance notification the Call Center or web site, the applicant will again be charged the full fee for all required fingerprinting services.

Names of applicants who fail to show at the scheduled time will be submitted to the licensing or employing agency for appropriate action.