New Jersey Non-Resident Cardscan

Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of New Jersey. In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on NJSP (SBI-19) fingerprint card and complete personal information fields on fingerprint card.
2. Pre-enroll for cardscan submission at UEnroll.identogo.com. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency or during the pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

Requirement Reminder: Out-of-state applicants who reside, attend school, or work within a ten (10) mile radius or less of the State of New Jersey borders must be printed at a NJ fingerprint location. NJ's master zip code list will determine the 10 mile or less radius.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.
Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Visit http://uenroll.identogo.com and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the GO button.

   ![IdentoGO screenshot]

   If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled “Don’t know your Service Code? [Click Here](#)” to select from a list of agency names or use the agency ORI or contact your agency for assistance.

   ![IdentoGO screenshot]

   Please note: Not all agency ORI’s may be available with this look up tool.

   **Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.**
2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click ‘Continue’ to proceed to the next page.

3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.

4. Pay for your service using an Authorization Code or Credit Card. If the Service is Auto-Billed to your Agency, payment will not be required.
5. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final screen is shown below.