

## INSTRUCTIONS FOR COMPLETING A TIER 2 - FINGERPRINT BACKGROUND CHECK

**Applicants that require New Jersey State Police fingerprint based background checks (overnight chaperones and day and residential camp counselors) who need the results mailed back to the employer's address must use form "D": Employment (\*\*responses returned to employer\*\*).**

By utilizing form "D", you are requesting and authorizing the New Jersey State Police to conduct a fingerprint based New Jersey Criminal History Background Check.

The New Jersey State Police uses the live scan fingerprinting services provided by MorphoTrust, Inc., a private company under contract with the State of New Jersey. In order to be fingerprinted for the purpose listed above, you are required to contact MorphoTrust to schedule a time and place to have your fingerprints recorded. The quickest and easiest way to schedule your appointment is online at [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). Online scheduling is available 24 hours per day, seven days per week. Applicants who do not have internet access should call MorphoTrust 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). MorphoTrust provides a toll-free TTY telephone number, 1-800-673-0353, for hearing-impaired applicants with a modern-equipped telephone. Spanish-speaking operators are available upon request.

You must bring your completed form "D" with you to your scheduled fingerprint appointment. In addition to the form, you must bring proper identification as outlined on the front of the Universal Fingerprint 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 MorphoTrust INC. 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 \$40.70. Accepted forms of payment are money order, credit card and electronic debit check. 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 MorphoTrust. You will also forfeit that \$11.00 fee if you fail to bring the Universal Fingerprint form and proper ID when having your fingerprints scanned.

**Failure to utilize the 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.**

Any questions regarding the use of this form can be directed the New Jersey State Police, Criminal Information Unit at 609-882-2000 ext. 2918. Additional information on criminal history background checks may also be found on our website at [www.njsp.org](http://www.njsp.org).